

21 March 2019

Dear Parent/Carer

Spring Academic Review Day – Thursday 4 April and Friday 5 April 2019

Our second Academic Review will take place on the afternoon of **Thursday 4 April** and the morning of **Friday 5 April**. Therefore, the school will be closed for normal lessons on Thursday afternoon and Friday. The timings are as below:

Thursday 4 April: the morning follows normal school times. Lunch will be from 12.10-12.40pm and pupils will be dismissed from 1pm. Appointments are available from **1.45pm to 6.45pm**.

Friday 5 April: there are appointments available from **8.00am to 11.30am**.

All appointments, surveys and data checks will take place in the Main School Hall. Seating will be available whilst you are waiting for your appointment.

Those parents who have signed up to SIMS Parent Lite should please check that all contact details are up to date and amend via the app if necessary. If you have not signed up for the app, you have been sent a notification asking you join. Please check your inbox and junk folder for an email from CAPITA SIMS sent recently which will tell you how to do so. Once signed up, please check that the contact details we hold for your child is up to date and amend if necessary.

Every pupil will be given an appointment to meet either their Tutor, Year Manager, Head of Learning or a senior member of staff. You are asked to attend the interviews with your child. As these are school days, pupils are expected to attend wearing full school uniform and absence from an interview will be treated as an unauthorised absence from school.

At the appointment, predicted attainment grades, effort grades and any praise or concerns will be discussed. Targets from October will be reviewed and new targets will be set and written into your child's planner. **It is therefore important that planners are brought to the appointment.**

To book your appointment for either Thursday or Friday, please return the slip overleaf to your son/daughter's tutor by Tuesday 26 March. You will receive confirmation of the appointment time by Tuesday 2 April. Please note that it may not always be possible to allocate everyone the time of their choice.

Yours sincerely

Mr N Stocking
Vice Principal

Please return to Form Tutor by Tuesday 26 March 2019

Student Name: _____ Tutor Group: _____

I would prefer an appointment during the following session:

- | | |
|--|--|
| <input type="checkbox"/> Thursday Afternoon: 1.45pm to 2.15pm | <input type="checkbox"/> Thursday Evening: 2.15pm to 2.45pm |
| <input type="checkbox"/> Thursday Afternoon: 2.45pm to 3.15pm | <input type="checkbox"/> Thursday Evening: 3.15pm to 3.45pm |
| <input type="checkbox"/> Thursday Afternoon: 3.45pm to 4.15pm | <input type="checkbox"/> Thursday Evening: 4.15pm to 4.45pm |
| <input type="checkbox"/> Thursday Afternoon: 4.45pm to 5.15pm | <input type="checkbox"/> Thursday Evening: 5.15pm to 5.45pm |
| <input type="checkbox"/> Thursday Afternoon: 5.45pm to 6.15pm | <input type="checkbox"/> Thursday Evening: 6.15pm to 6.45pm |
| | |
| <input type="checkbox"/> Friday Morning: 8.00am to 8.30am | <input type="checkbox"/> Friday Morning: 8.30am to 9.00am |
| <input type="checkbox"/> Friday Morning: 9.00am to 9.30am | <input type="checkbox"/> Friday Morning: 9.30am to 10.00am |
| <input type="checkbox"/> Friday Morning: 10.00am to 10.30am | <input type="checkbox"/> Friday Morning: 10.30am to 11.00am |
| <input type="checkbox"/> Friday Morning: 11.00am to 11.30am | |
| | |
| <input type="checkbox"/> I am not able to attend with my child. | |

Parent/Carer Signature: _____

Parent/Carer Name: _____