



25th June 2018

Dear Parents/Carers

I am writing to inform you about changes you can expect to see in our student reports and Progress Evening procedures from the end of this term. These are the result of consultations with a parent panel and different staff groups. Our thanks go to those staff and parents who volunteered to help make these changes happen.

We know we will not have got everything perfect but our aim is to make these processes more informative for parents, whilst allowing staff to focus on tasks that have the greatest impact on our students. We know if we keep this in mind, we will always make improvements for our school community.

The changes are outlined below.

Progress Evening

We are often told by parents how highly they value the chance to talk with our staff at Progress Evening about their child's efforts inside and outside of school. In fact, we often hear that the appointments are too short and that they would like more time with staff to get into more detail about their child and how they can support them further. We have decided to make the following changes to make this request a reality.

- Additional time to meet teachers has been planned for, so that longer appointments can be made available.
- We will now use two areas rather than one for meetings, improving the space, acoustics and waiting areas for parents and students.
- Exercise books, past papers or projects will be available from every teacher for parents to review the work their child is doing at school. We hope this will help parents to see the effort students are putting into their studies.
- Every teacher will have clear 'take-away' information. This may include advice on how and where to go to prepare for assessments, topic lists, key resources, course outlines and so on.
- If a student is under performing, booster work will be provided to enable parents to support their child to improve.

This change will mean an earlier start to Progress Review and therefore an earlier finish to school on the 6 days per year that Progress Review takes place. We know for some parents this will mean having to take some time off work or arranging childcare. **We understand this can be a burden and thank you for your understanding. Indeed, we hope the fact there will be more appointments available for a longer duration when it is your turn to attend, will outweigh any negative impact on you.** Equally, there will still be a number of later appointments available for those who wish to attend after work.

If you are unable to arrange the childcare you may need, then we will be running our usual home learning club from the earlier closure time until normal school closing time. Here, your child can be supervised if needed.

The timings of the progress review meetings will be 1pm – 6:30pm and can be booked on Parent Portal in the way you have done so previously.

The dates for Progress Review next year are:

- **Tuesday 2nd October - Year 11**
- **Wednesday 9th January - Year 11**
- **Tuesday 12th February - Year 9**
- **Wednesday 13th March - Year 10**
- **Thursday 25th April - Year 8**
- **Tuesday 7th May - Year 7**

Reports

During our consultation and parent panel it became clear that parents felt there were changes that could be made to reports to enhance their use. The suggestions were very informative. We have made changes to the focus of the reports, prioritising effort as much as academic scores and removing elements of the reports that many parents told us added little value, such as colour coding or a brief written comment. We feel that in conjunction with the enhanced Progress Review these new reports will give parents a full picture of how their child is doing at school. You can expect to receive these termly, with a personal tutor comment once per year.

The new reports will include:

- Simplified terminology and a clear explanation page on the front of all reports.
- A 'get in touch' column inviting parents to contact teachers where there may be a concern or something to discuss. Teacher will still contact parents directly when necessary.
- A clear breakdown of academic performance.
- A revamped *learning profile* that gives parents clear feedback on their child's effort, classwork, home learning and behaviour. This is based on effort not academic ability.
- An average points score so that parents can see how their child's effort across their subjects compares to other students. Again it is important to stress that this is based effort not prior academic ability.
- A tutor report that informs parents about their child as a member of the school community.
- Parents can expect the attainment information and *learning profile* 4 times a year for key stage 4 and 3 times a year for key stage 3. Tutor comments will be sent out once per year.

Please get in touch with us with any queries you may have.

Thank you for taking the time to inform yourself of the changes.

Kind regards,

Mr A Capozzi
Assistant Headteacher

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