

5<sup>th</sup> November 2024

Dear Parents and Carers (Copied to Students)

**Progress Review 1** (PR1) was published at 5pm Mon 4 Nov, on **MyProgress** for students and through **MyStudent** for parents. Progress Reviews provide important feedback on attendance, punctuality, performance and studentship and so we would encourage you to look through the report and discuss it with your young person. The PR Process is designed to help students reflect on their approach to studies and progress so far, helping them to identify targets for improvement. We've introduced a Progress Review Plan to support students in getting the most out of the PR feedback. The PR Plan should be completed on MyProgress before students meet with their Tutor 1-1. Students should be arranging 1-1 meetings with their Tutors either for **Progress Review Day - Thurs 14 Nov** (when lessons are suspended), or within a tutorial/free period across the next couple of weeks. In their 1-1 students can discuss any worries they might have about their progress. Tutor's will help students to develop an action plan for addressing any concerns and where appropriate, will put in place some additional intervention to support students in getting back on track. Further information about Progress Review, how to access MyStudent and our approach to Intervention can be found in the [Information Booklet for Parents & Carers](#). The [Information and Resources Platform](#) also includes lots of useful links and guidance for parents and carers, to help you in supporting your young person at home.

**Targeted Parents' Evening** takes place online on **Thurs 21 Nov** and is for students who may need some support or guidance to meet their potential. Subject Teachers have indicated where an appointment is needed by ticking the appointments box within the Progress Review. Students are able to book appointments for parents/carers via MyProgress or parents/carers can make appointments through MyStudent ([see attached guidance](#)). Students are expected to attend the appointment with parents. If we do not request a parents' evening appointment, there is no obligation to make one. The General Parents' Evenings in the spring term provide an opportunity for all students and parents to make appointments, not necessarily those targeted with development actions. We have found that our early, Targeted Parents' Evening, has been very effective in helping students to make good progress, so please don't worry if an appointment has been requested. Please note, Parents Evenings are curriculum based – we cannot offer appointments with Tutors as most Tutors will be busy with subject appointments. Parents/carers may contact Tutors by email if they have particular concerns or questions.

For information - students have a **Reading Day** on **Fri 15 Nov**, when lessons are suspended following our two Open Evenings for prospective applicants. This is a great chance for students to catch-up on assignments, consolidate learning and/or to focus on personal development and progression planning.

Many thanks in anticipation of your support

Andrea John

Vice Principal (Pastoral)