

19<sup>th</sup> March 2025

Dear Students and Parents/Carers

**Progress Review 3 (PR3)** was published Monday 17<sup>th</sup> March on MyProgress for students and through [MyStudent](#), our portal for parents. A guide to Progress Review is available in the Parent Information Booklet which can be accessed via the [Information & Resources](#) platform. Strong attendance is absolutely vital at this point in the year so we would encourage all parents and carers to keep a regular check on this via MyStudent. Students must check their PR carefully and should complete their PR Plan on MyProgress, asking teachers if they're unsure about what actions they might need to take to address any areas for improvement in their studies. Students can set themselves targets and should comment on any teacher set targets in their MyProgress Action Plan. Students are expected to attend workshops or support sessions where a member of staff has requested this. There is no off-timetable Progress Review Day following PR 3 but Tutors or Heads of House may ask to see students where there are concerns about engagement with learning and/or support needs.

**Targeted Parents' Evening** takes place online on Tuesday 25<sup>th</sup> March. 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 need to make one. 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 pastoral concerns or questions. If you experience any technical issues related to Parents' Evening then please do contact [itsupport@collyers.ac.uk](mailto:itsupport@collyers.ac.uk) and we will do our best to help.

Kind regards

Andrea John  
Vice Principal (Pastoral)