

Learning for the student – 3 Reports and Review Days

Progress Reports

A Progress Report will be sent home shortly after each assessment has taken place in order to allow you to monitor your child's effort and progress on a regular basis. Each report will contain Target Minimum Levels (TML), the previous Assessment Levels (AL) as well as the current assessment levels for example

	TML	AL	Effort
John Smith	6	5a	S

After each assessment takes place students making excellent progress will be identified and receive a positive response for their effort and progress. Those students whose progress is unsatisfactory will be monitored and intervention strategies put into place to ensure that students make progress in the future.

Written reports

These contain the grades as above and also examination marks (where appropriate). Year 9 exams take place week beginning 11 January 2010. You will also find a written comment that summarises the student's progress over the year so far and sets targets for improvement (the next steps). The students are also involved in writing their own self-evaluation and the reports are read by the tutor and a senior member of staff. You will receive one written report in February 2010.

Review Days

Our review days are an important part of your relationship with the school. They give parents an opportunity to learn about the progress of their child at first hand and enable them to contribute to the "learning conversation". Because they involve tutor, student and parent they are a powerful way of increasing motivation and accelerating progress.

The tutor will prepare for the review day carefully by reading the most recent written or progress report, together with updates from subject teachers if they feel it to be necessary.

You will be invited to school with your child at a time that is convenient to you (most parents manage to attend during the school day but if that is not possible an early evening appointment will be arranged if we can fit this in). Students having reviews do not attend school that day, but are expected to complete tasks at home.

The review is a 15 to 20 minute conversation to which the tutor, student and parent are all able to contribute. Progress in the different subjects is reviewed and the student invited to give reasons for any progress that is below or above their personal target. It is an opportunity to be frank, honest and objective and we find that students who are prepared to reflect on their performance and attitude to school gain a lot from it. The review concludes with the student setting targets for improvement. These are revisited periodically by student and tutor during tutor periods in school.

The targets may be specific to a particular subject (for example, aim for level 5 in French) or more general (no more U grades for effort).

Please note these dates:-

Progress Report 1	Tuesday 3 November 2009
Progress Report 2 (Full written report)	Monday 8 February 2010
Progress Report 3	Wednesday 5 May 2010
Progress Report 4	Tuesday 22 June 2010
Year 9 Exams January 2010	Monday 11 January - Wednesday 13
Y9/10 GCSE Maths Exam*	Monday 7 June
Y9/10 GCSE Maths Exam*	Friday 11 June
Review Meeting Day	Friday 12 March 2010

* to be confirmed

