

19 October 2009

Dear Parent/Guardian

The first week back after half term, Monday 2 November is Target Setting and Review week. During this week your child will have an opportunity to discuss his/her progress with his/her form tutor and to set some personal targets to support good progress in learning.

In preparation for this important discussion your child will be given time to complete a self-review sheet to help him/her to reflect on their progress so far.

Following the discussion with his/her form tutor your child will bring the target review sheet home for you to keep. The sheet will have subject targets and your child's handwritten personal targets as agreed with the form tutor. It will therefore be a 'working document'.

We hope that you will discuss your child's personal targets with him/her and help them to meet them over the coming months.

Discussions with the form tutor will take place between 2:50pm and 3:30pm each day of Target Review week. Your child will be given an individual time during this week.

Year 9, 10 and Year 11 students only will be allowed to leave at 2:50pm on the days when **they do not** have an appointment with their form tutor.

If they need to remain in school because of transport or needing to wait for siblings then they may of course, do so.

We hope that this additional information on your child's progress will be helpful to you.

Yours sincerely

Mrs J C Hill
Acting Headteacher