

Dear Parent/Guardian,

ACADEMIC REVIEW DAY

Wednesday 23rd November 4.00pm-7.00pm

Thursday 24th November 8.30am-1.00pm

The school is to hold Academic Review Day for all pupils on 23rd and 24th November 2011. This year we are trying to accommodate parent requests regarding timing and so Academic Review Day will be spread over one afternoon—Wednesday 23rd November, 4.00pm-7.00pm and one morning—Thursday 24th November 8.30am-1.00pm. **Pupils will be studying at home on Thursday 24th November only.**

The purpose of this meeting, which will last approximately 15 minutes, will be to discuss your child's academic progress to date and their potential achievements in the future. The member of staff conducting the discussion will have a range of assessment and predictive data available for careful scrutiny and this should allow the student, parents and teaching staff to cooperatively set learning objectives for the coming year. The emphasis will be on "partnership" and your child will be discussing the likely format of the interview during form periods over the coming weeks.

The meeting will focus on your child's strengths and how these can be utilised to ensure further progression. It will also allow consideration of joint strategies to overcome weaknesses and identify areas for further development.

The meeting will conclude with the setting of 2 or 3 realistic but challenging targets for the remainder of the academic year, with both parents and students understanding fully how they might cooperate with school in achieving these targets.

Wednesday 23rd November is a normal school day and on Thursday 24th November students are only required to be in school for the duration of the review meeting. The remainder of the day will be used for private study **at home** with students working on tasks set by staff. **Students are expected to attend appointments in full school uniform.**

At the end of the meeting you will take home with you one or more of the following items (as appropriate to the year group of your son/daughter):

- ✓ Useful revision guides
- ✓ Website addresses
- ✓ Written targets to discuss with your son/daughter over the following weeks

We are keen to continue this system in Adeyfield School as we believe its advantages include the following points:

- ✓ Students and parents have a detailed record of academic progress
- ✓ Targets can be set for all to monitor
- ✓ Schools that run the system report that it increases student motivation and thereby improves results
- ✓ This system improves communication and relationships between school, students and parents

We believe the system will help improve student performance and levels of achievement by sharing more information and planning targets in detail and that this format for consultation will enable parents to take a more active part in their child's academic progress. We sincerely expect that all parents and students can attend this review meeting. Appointment times will be arranged through your child's form tutor over the coming weeks. We would appreciate it if you would indicate the hours during which you will be available to attend on the reply slip. We will do our best to try to accommodate your requests. Your child's teacher will write the exact appointment time and the location for the meeting into your child's planner or on a separate sheet.

Please complete the reply slip below and return it to school by Monday 14th November 2011.

Yours sincerely,



P HEPBURN
Headteacher

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Academic Review Day - 23rd & 24th November 2011

Student Name: _____ Form: _____

Teacher: _____

Please tick times available:

Wednesday 23rd November

4.00pm – 5.30pm

5.45pm – 7.00pm

Thursday 24th November

8.30am – 10.30am

11.00am – 1.00pm

Details of other students in Adeyfield School:

Student Name: _____ Form: _____

Signed: _____ Date: _____

Please return to Form Tutor by Monday 14th November 2011