

January 2012

Dear Parent/Carer

Student Review Day – Tuesday 31st January 2012

On Tuesday 31st January 2012 we will be holding Student Review Day for all students in Years 8 & 11. These interviews are intended to review performance, identify areas for development and to discuss possible pathways for the future. *It is essential that you attend the interview with your daughter/son*, in order for you to participate in the discussion, understand the range of actions that can lead to success and to agree individual targets. *Your support is crucial in this process.*

You will have a 15 minute interview with a teacher who has already spent time reviewing your child's report and associated information. Your daughter/son will leave the interview with an action plan that will support them in their next stage of learning at Kings. *Please bring your daughter/son's report and student planner to the interview.* Interviews will occur throughout the whole of Tuesday 31st January starting at 8.40am, with the last interview planned for 4.00pm. The logistics of organising interview slots for all students in Years 8 and 11 on the same day requires a considerable amount of forward planning. To assist us in this process, I would ask you to complete the reply slip below, confirming your attendance and indicating which interview slot you would prefer.

Although students are not required to attend College on Student Review Day apart from their review appointments, students are required to do curriculum activities that will be set for them; this task must be completed at home and returned to College in accordance with the instructions accompanying the task.

A limited amount of supervision for students who wish to attend College between 08.40 – 15.35 can be made available by arrangement – please contact your child's Performance Manager for further details.

Can you please return the reply slip to your child's form tutor by Wednesday 18th January at the latest. Your appointment time will then be confirmed via your daughter/son.

Once again, may I remind you that your support in this process is crucial and that I look forward to seeing you on the day.

Yours sincerely

Mrs J Langley
Head of College

Student Review Day – Tuesday 31st January 2012

Please return to your child's Personal Tutor no later than Wednesday 18th January

Student Name:

Tutor Group:

I would prefer an appointment between the following times. Please choose 3 slots by indicating 1, 2 or 3.

08.40 – 09.10

09.10 – 10.10

10.10 – 10.40

11.00 – 12.00

13.00 – 14.00

14.00 – 15.00

15.00 – 16.00

Anytime _____

Signature Parent/Carer: _____ Date: _____

Please indicate if you have other students in the College so that suitable times may be allocated for all your children. Applicable only for Years 8 & 11.

Sibling 1 _____ Sibling 2 _____ Sibling 3 _____ Sibling 4 _____