

9th March, 2009

Dear Parents

Academic Mentoring Day: Monday, 30th March, 2009

In our efforts to support pupil progress and raise levels of achievement we would like to meet with your son / daughter to discuss academic progress. This meeting will take the form of a ten minute interview. Normal teaching will be suspended this day and pupils need only attend at their allocated time. Pupils do need to attend in full school uniform. This is our second, and final, Mentoring Day of the academic year.

The time allocated for your son/daughter's appointment will be given to him/her by the beginning of next week. **Please could we ask siblings at the school to discuss timings prior to them being allocated by tutors, this will enable appointments for siblings at times close to each other.** The main focus of the interview is the opportunity to discuss their academic progress - including any recent grades or results and how these might be sustained or improved. Whilst, we welcome any parents wishing to attend the interview with their son/daughter we would ask that you let the school office know in advance on the interview slip which your child will receive.

You will appreciate that most tutors will be conducting up to thirty interviews that day and as such it is important that we all stick to the timings given. Your son/daughter will be bringing home the questions that the Form Tutors will be asking. We would be grateful if you could spend some time helping with these. We would also like them to bring them to the interview. Should there be any major items you wish to raise with staff please mention it on the appointment card and it will be dealt with on a separate occasion.

At the end of each interview your son/daughter will be given targets to support their progress. These targets will be recorded on the pupil's file and written by the pupils in their planners and subsequently monitored by staff. Shortly after the interview we will also produce a printed version of the targets for parents and we would very much welcome your support in discussing with your son/daughter how you can help them meet it: for instance if the target is to complete all homeworks on time then a homework timetable displayed in their bedroom or on the kitchen notice-board might well be of use.

Should the time given prove difficult please telephone the office to check if another time is available. For any parents or pupils experiencing difficulty with transport arrangements on the day, the Library and a computer room will be available with study facilities so pupils can work at school during the day if needed. The Canteen will also be open.

Yours sincerely

Mr. A. Courtenay
Assistant Head (Pastoral)