

November 2009

**Dear Parents/Carers**

On Tuesday 1<sup>st</sup> December, all students in first year classes will meet with each of their subject teachers to review their progress and update their Individual Learning Plan. The purpose of the day is to enable students to effectively plan their approach to study in each of their subjects in order to achieve the maximum success. At each meeting the student will receive their latest performance and effort grades in that subject (the first of these having been issued in October), discuss their progress in meeting their current targets and set new targets for the period December – January.

Prior to the day, students will make individual appointments with each of their subject teachers and, if applicable, their Learning Support tutor or mentor. They will also be set work to complete for those lessons they would normally attend on a Tuesday. Students will only be required to come into college in order to attend their meetings with teachers. Once they have completed their meetings they may go home. Attendance at these meetings is compulsory and failure to attend will be treated as any other absence from college. Students who receive an EMA will therefore only be paid if they attend all of their scheduled appointments for the day.

Whilst every effort will be made to ensure that wherever possible each student's appointments are reasonably close together, some students may find that they have to wait for some time in between appointments. Where this is the case, they should use the facilities available within college to complete the work set for them by their subject teachers.

There are also parents' consultation sessions on Tuesday 8<sup>th</sup> December 5.00pm – 8.00pm and Wednesday 9<sup>th</sup> December 3.30pm – 6.00pm. Details of the sessions will be distributed through your son/daughter in the near future. In addition, the assessment grades for each subject will be posted to you before these parents' consultation sessions take place.

Yours faithfully



**Greg Barker**  
Assistant Principal