

Principal: Tim Fisher



16 October 2009

Dear

XXX has now completed the first five weeks of study at College and teachers have been assessing his/her progress. The grades are given below. For each subject there is an initial target grade based upon GCSE results, an effort grade and % attendance from 10th September to 9th October. The details of the grading system are given overleaf. Each student also has an Individual Learning Plan in each subject based on advice and guidance from the teacher. This will be reviewed three times during the year in November, January and March.

At this stage most students are working well and meeting QE expectations. Where this is not the case additional support and guidance will be given; in instances where there is serious cause for concern, the Principal Tutor will contact you.

After the second set of assessment grades at the end of November there will be parents' consultation sessions on Tuesday 8th December, 5.00pm - 8.00pm and Wednesday 9th December, 3.30pm - 6.00pm. Details of these consultation sessions will be sent out nearer the time.

In the meanwhile, if there are any problems relating to these assessment grades, please do not hesitate to contact me or XXX's Principal Tutor.

Yours sincerely

**Anita Blackburn**  
VICE PRINCIPAL (Guidance)

<b>Initial Target</b>	<b>% Effort</b>	<b>% Attendance</b>	<b>Lessons Absent</b>
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# Course Progress Explanation

## 1. Initial Target Grade – First Year Students

This is based upon the student's GCSE grades at enrolment and links to the external examination grading system – see below. At the first assessment point in October, the same grade is given for all subjects. At all other assessment points staff assess the student's actual performance in each subject.

## 2. Performance Grade

This relates to the external examination grading system to give a realistic picture of the student's level of work at this time. It is the grade that, in the teacher's experience, this performance level would achieve if maintained to the end of the course.

AS/A Level	GCSE
A/B	A/B
B/C	B/C
C/D	C/D
D/E	D/E
E/U	E/U
U	

At AS/A Level, grades A - E are pass grades. U is a fail grade.  
At GCSE, grades A - C are recognised as pass grades.

## 3. Effort is graded using the following scale

1. Outstanding
2. Good
3. Satisfactory
4. Unsatisfactory
5. Serious Cause for Concern

## 4. Attendance is given as the percentage of the lessons at which the student was present; the number of lessons absent is also recorded. The calculation has taken into account authorised College activities such as field trips and work experience.