

Principal: Tim Fisher

16 October 2009



Dear

XXX has now completed almost two months of second year Advanced Level study and teachers have recently assessed his/her overall progress. The grades are given below. For each subject there is a performance grade, an effort grade and % attendance from 24th August to 9th October. The details of the grading system are given overleaf.

For most students, the grades are in line with or above initial target, and all students will have completed an Individual Learning Plan with their teachers during the student/staff consultation day on 14th October. In instances where there is serious cause for concern, the Principal Tutor will contact you.

Just to remind you that there is a parents' consultation evening on Tuesday 20th October, 5.00pm - 8.30pm when you will be able to discuss Vita's progress in more detail. I hope you will be able to attend this important evening.

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)

**Performance Effort Attendance % Lessons Absent**

# 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.