



Whitburn Church of England Academy

An Academy with Specialist Status in Maths and Computing

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'Excellence for All'

January 2016

Tutor Review Day – Years 7 to 9

Dear Parent/Carer

Our Tutor Review Day will take place from **12:00pm on Thursday 25th February 2016**; parents/carers will meet with their child's form tutor to review academic progress. Pupils will be encouraged through the Tutor Review Day process to discuss their progress and will set meaningful targets to help further improve.

Pupils will attend school at the normal time in the morning in full uniform and PSHE based activities have been arranged. Pupils will be dismissed at 12:00pm but should attend their Tutor Review Day appointment with parents/carers in the afternoon. The scholars' bus service will run as normal for the journey to school in the morning but will **not** be available when pupils are dismissed. Please ensure you have made suitable arrangements for your child to get home safely.

The academy will provide an area for pupils to remain on site up until 1:00pm for those pupils who would find it impractical to return home before attending their appointment. Please note that we are unable to provide supervision after this time, so you must make arrangements for your child to get home safely after 1:00pm. Please note that there will be no catering facilities for Years 7 – 9 on this day, if your child plans to stay in school until 1:00pm, you must provide them with a packed lunch. If your child is entitled to free school meals, please contact the academy before Monday 22nd February if you wish to order them a meal.

PTO

Tutor Review Day – Thursday 25th February 2016

I would like an appointment for the Tutor Review Day between:

12:00pm – 2:00pm 2:15pm – 4:00pm 4:15pm – 6:00pm

Please write the number **1** in your first choice and number **2** in your second choice

Pupil name _____ Tutor Group _____

Sibling name _____ Tutor Group _____

My child **will / will not*** be staying on site until 1:00pm and I understand that I need to make arrangements for their safe journey home after this time. ***(Please delete as appropriate)**

Signed (Parent/Carer) _____ Print Name _____

Please return to the Main Academy Office by Monday 1st February 2016

Document available in large font, alternative language or audio format on request



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Tutor Review Day is supported by our online reporting system which provides up to date information about your child's progress. You will be able to view the report online the week beginning 22nd February (a reminder of how to do this can be found on our website). Parents/carers should note that the target grades which appear on the report are targets for Tutor Review Day. For pupils in Year 9 who have already started GCSE courses, this will be an end of year target. If you have any difficulties accessing your online report a member of staff will be available on the day to offer support and guidance.

These meetings can only be provided on Tutor Review Day as they rely on the normal school timetable being suspended in order to release tutors. This is an excellent opportunity to discuss your child's progress and we hope that every parent/carer will take advantage of the appointment time. If you are not available, any other family member or carer may attend with your child as it is of vital importance that we review progress with every pupil.

Each pupil plus their parent/carer will be allocated a 15 minute appointment with their Form Tutor or a senior member of staff who will be able to provide a clear overview of your child's progress and will discuss their current report. We will arrange for appointments for siblings to be adjacent to each other.

We will make specific appointments times and to facilitate this process, could you please indicate on the reply slip overleaf your first and second choice time slots for interview and **return this to the Main Academy Office by Monday 1st February 2016.**

Once we have all returns we will arrange the appointments and you will be notified of your exact appointment time by letter. Where we have several requests for the same appointment slot we will allocate on a first come first served basis.

I hope that you continue to find our online reporting system useful and informative, as this allows you to have a current and detailed overview of your child's progress. Parents/carers are also reminded that the Key Assessment Booklet can be found on our website.

Details of activities for Years 10, 11 and 12 will be sent in a separate letter.

Yours faithfully



A Hardie
Principal