

23rd February 2010

Dear Parents and Carers,

**Whole School Academic Review Day: Wednesday 17<sup>th</sup> March 2010**

I am writing to inform you about the Academic Review Day on Wednesday 17<sup>th</sup> March 2010 from 8.30am to 5:00pm, to discuss your child's progress. **Academic Review Days** form part of St John's drive to raise student achievement through assessment. The purpose of the Academic Review Day is to provide an opportunity for a more in-depth dialogue on your child's academic progress, involving your child, his/her Form Tutor and yourselves. Your feedback on the effectiveness of the day will be most welcome.

Your child's Form Tutor will provide the following:

- Key Stage 3 National Curriculum Levels for your child in each relevant Subject area (predicted or actual levels/grades)
- Key Stage 4 / GCSE Grades for your child in each relevant Subject area (predicted or actual levels/grades)
- feedback on your child's academic progress in each Subject area
- details of your child's attendance and punctuality to school

At the meeting, Parents/Carers and students will have the opportunity to:

- Be involved in setting the next step learning targets
- Discuss any issues related to academic progress
- Purchase Revision guides and/or basic equipment

On the Academic Review Day, students are not required to attend school, apart from their fifteen minute appointment with their Form Tutor and yourselves. All Subject teachers will set work for the lessons missed that day, for students to complete at home. All students are required to attend for their Interview in **full** school uniform.

Please complete and return the reply slip below and return to your child's tutor by **Monday 8<sup>th</sup> March 2010**. Wherever possible, I hope to arrange an appointment within your preferred time(s). An appointment letter will be sent to you via your child prior to the Academic Review Day. If you do not receive an appointment or need further clarification, please contact me by phone or email ([gmason@st-johns-epping.essex.sch.uk](mailto:gmason@st-johns-epping.essex.sch.uk)) or your child's Year Progress Leader.

Yours sincerely,

G MASON

**Ms G Mason,  
Assistant Headteacher**



Please complete this reply slip and return it to your child's Form Tutor by **Monday 8<sup>th</sup> March 2010**

Student name: \_\_\_\_\_ Form \_\_\_\_\_

I/we will/will not attend the Academic Review Day on **Wednesday 17<sup>th</sup> March 2010**.

My/our preferred appointment times are **a.m** OR **p.m.** (please circle preference)

: \_\_\_\_\_ (Parent/ Guardian) Date: \_\_\_\_\_