



St John's CofE VC School & Specialist Engineering College

11th October 2011

Dear Parents and Carers,

Year 11 Student & Parent/Carer Meeting – Thursday 20th October 2011

I am writing to inform you of the new Student & Parent/Carer meeting on Thursday 20th October 2011 from 3.15 pm to 4.30 pm. **Student & Parent/Carer meetings** form part of St John's drive to raise student standards and expectations. The purpose of the Student & Parent/Carer meeting is to provide an opportunity for a more in-depth learning conversation involving your child, his/her Form Tutor and yourselves on the academic expectations of your child this year.

Your child's Form Tutor will provide the following:

- feedback on your child's academic progress in Subject areas using the latest published **Student Progress Report**
- details of your child's attendance and punctuality

During the meeting Parents/Carers and students will:

- be involved in setting the next step learning targets to ensure your child meets at least his/her academic targets (**Target Minimum Level** and **Target Minimum Grades**)
- discuss any issues related to academic progress
- be updated on controlled assessment / coursework
- purchase revision guides and/or basic equipment
- collect copies of the November examination timetable

Students are required to attend in full school uniform with their parents/carers.

Please complete the reply slip attached and return to your child's Form Tutor by **Friday 14th October 2011**. Wherever possible your child's Form Tutor will arrange an appointment within the preferred time(s). If you have provided an email address on the reply slip this will be used to notify you of your appointment time, if this is not the case your child will bring home his/her appointment time. If you do not receive an appointment or need further clarification, please contact Mrs Julie Norman by telephone on 01992 573 028 extension 239 or email to jnorman@st-johns-epping.essex.sch.uk.

Finally, your feedback on the effectiveness of the day will be most welcome.

Yours sincerely,

J. Smith

J. Smith
Deputy Headteacher

Please complete this reply slip and return it to your child's Form Tutor by Friday 14th October 2011.

Student name: _____ Form _____

Email: _____

My/our preferred appointment time is (please tick)

| | |
|-------------------|--|
| 3:15 pm – 3.30 pm | |
| 3:30 pm – 3.45 pm | |
| 3.45 pm – 4.00 pm | |
| 4:00 pm – 4.15 pm | |

Signed: _____ (Parent/ Guardian) Date: _____