



25 September 2017

YEAR 11 STUDENT-PARENT-TEACHER CONFERENCE – THURSDAY 12 OCTOBER – 4:00-7:00PM

Dear Parent/Guardian

As you may have seen in our school calendar, we are holding a Student-Parent-Teacher Conference for Year 11 on Thursday 12 October. This will run from 4:00pm to 7:00pm and will take place in our Secondary campus. It provides an opportunity to discuss your son or daughter's progress with their subject teachers.

Your son or daughter will make a series of appointments with individual teachers over the course of the next few days. Please make sure they know if there are particular times that you would prefer, or that you need to avoid. Students are expected to attend with their parents, as the opportunity for open, three-way communication between student, teacher and parent is very valuable.

A good way to start these discussions is to have a copy of the recent tracker report with you; you may also wish to bring in your son or daughter's end of Year 10 exam results. Your son or daughter will record appointments in their planner, this will also contain a record of their BISS Targets for each of their IGCSE subjects. If you are new to the school it will be a good idea for your son or daughter to ensure they know what work they must make up from last year, this information will be available from their class teachers in the form of a self-assessment document.

This is an extremely important term for all of our Year 11 students, and therefore I would urge parents to make as many appointments with teachers as possible. Please also engage in conversations with your sons and daughters beforehand regarding coursework and their perceived progress in each subject.

I look forward to seeing you on Thursday 12 October.

Yours faithfully

Paul Kelly
Deputy Headteacher (Pastoral)

Lisa Cavanagh
Head of Year 11