

October 2011

Dear Parent/Carer

**RE: YEAR 7 TARGET SETTING EVENT
THURSDAY 24 NOVEMBER 2011**

3.15pm-7.45pm

The Target Setting event will provide a valuable opportunity for you and your child to focus on their progress, attitude to learning and achievement in school with their tutor or key member of staff. As part of this discussion, targets will be set for your child, to encourage, support and challenge them in fulfilling their potential. These will be recorded, regularly referred to in school and reviewed at a future Target Review event later in the academic year.

A 10 minute appointment with your child's tutor or key member of staff will be made within a specified time frame. The date and time for these appointments are:

Thursday 24 November between 3.15pm-7.45pm (school will finish at 2.45pm on this day – students are able to stay in school until 3.00pm if required).

Please indicate on the attached reply slip an appropriate slot in which your appointment should be made. If you are unable to attend, your child will still need to meet with their tutor on their own. **The reply slip should be handed in at reception by Friday 4 November.**

If a reply slip is not received by Friday 4 November an available appointment slot will be allocated for you.

The Parent Evaluation Group will meet for 30 minutes in the Conference Room at 6.00pm. All parents/carers are welcome to find out more about the Year 7 curriculum as well as sharing ideas and views. I will be available for a Question and Answer session.

Yours faithfully

Mrs M Marr
Headteacher



REPLY SLIP

Year 7 Target Setting Evening

Thursday 24 November 2011

Parent/Carer name

Student name

Tutor group.....

I am able/unable to attend the Target Setting Event

Please indicate the preferred timeslot (as many as you can)

I would like an appointment on

Thursday 24 November 2011

3.15-4.30pm

4.30-6.00pm

6.00-7.45pm

If you have another child in Year 7 please add the details below

Student name

Tutor group.....

Please return to reception by Friday 4 November.