



WROTHAM SCHOOL
HIGH EXPECTATIONS, CHALLENGE & OPPORTUNITY

Headteacher – Michael Cater

Wrotham School, Borough Green Road
Wrotham, Sevenoaks, Kent TN15 7RD
Email: office@wrotham.kent.sch.uk
Web: www.wrothamschool.com
Tel: 01732 884207

11th January 2017

Dear Parents/Carers

Re: Progress Review Day – Thursday 9th February 2017

This year we have set aside a full day to review student progress against their academic and personal targets. This is the Progress Review Day which will be held on Thursday 9th February for students in all year groups. This is a school day, but students are expected to attend with their parent/carer for a formal appointment with their Progress Tutor, after which they will start to put actions in place to move forward.

Making an appointment

If Parents/Carers can give their child a window for appointments i.e. between 9 and 10, the tutor will make an appointment for a specified time. If you don't have a lot of flexibility due to work commitments, please make an appointment as quickly as possible following receipt of this email. The earliest time we have on the day is 8.15am and the latest is 4.45pm. Students will bring an appointment slip home as a reminder.

During the appointment

- Tutors will have a booklet for each of their students to complete during the appointment.
- Appointments will start with a review of attendance.
- Tutors will use progress data to review target grades and current grades, asking students to reflect on strengths and areas they need to improve on. Students need to set SMART targets where they are not on track.
- Tutors will also review the Passport data and be able to advise the student on which level they are on track to achieve, and what the targets are for the coming terms.
- Tutors will discuss GCSE options with year 8, sixth form options with key stage 4 and university and careers with sixth form students.
- Students will record all action points and notes in their Progress Day booklet.

Purpose

The purpose of Progress Review Day is to support students in understanding how they are progressing against their personal targets in all subjects and on the Passport Programme. They need to understand the whole picture and the impact their current efforts will have on the final outcomes. We believe this reflective process on the overall educational experience for the student is essential in aiding their development as a learner and as an individual.

We look forward to seeing you on the 9th February.

Yours sincerely

K Ward

Mrs K Ward
Deputy Headteacher