

3rd January 2024

Dear Students and Parents/Carers

Progress Review 2 (PR2)

The second set of Progress Reviews were published yesterday on MyProgress for students and through [MyStudent](#), our portal for parents. A guide to understanding Progress Review is [here](#). Students should book a 1-1 review meeting with their Tutors to take place during our upcoming **Progress Review Day** (Wednesday 10th January), or within a tutorial session over the next couple of weeks. Please note that lessons are suspended on Progress Review Day to allow time for the review meetings but students may be required to attend workshops or work in the library around their PR appointment. Students should also spend some time on their MyProgress Action Plan ahead of their PR meeting, reviewing any existing targets and/or setting new targets for the term ahead. Tutors will discuss the students' self-assessment grades, teacher assessments and any changes to Action Plans required in response to concerns arising from the review. Further guidance, support or intervention will be provided where it is needed to help a student get back on track. Parents/carers may view Action Plan targets on MyStudent, under the Tracking tab.

General Parents' Evenings

Our General Parents' Evenings take place online on Thursday 18th and Tuesday 23rd January. Parents/carers are asked to check the PR to see if subject teachers have ticked the appointments box which indicates that an appointment is a priority, however for the General Parents' Evenings, parents/carers are welcome to make appointments with subjects even where there is no tick. Please see the guidance [here](#) for further information about how to check the PR and book an appointment. The booking system is open until the day before each respective Parents' Evening.

We hope you will find the online Parents Evening useful, providing an opportunity to discuss student progress and any academic concerns with subject teachers. If you experience any technical issues then please do contact itsupport@collyers.ac.uk and we will do our best to help.

Don't forget that tutors can be contacted at any time by email if you have pastoral concerns.

Kind regards

Andrea John
Vice Principal (Pastoral)