COLLYER'S
Founded in 1532

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Dear Parents and Carers (copied to students)

Progress Review 1 (PR1) was published yesterday (4 November), on MyProgress for students and through MyStudent for parents. Progress Reviews provide important feedback on attendance, punctuality, performance and studentship and so we would encourage you to look through the report and discuss it with your young person. The PR process is designed to help students reflect on their approach to studies and progress so far, helping them to identify targets for improvement. Students are expected to complete a Progress Review Plan on MyProgress before they meet with their Tutor or Head of House for a 1-1. A copy of the Preparing for Progress Review Day guidance issued to students through Tutorial is attached for your information, along with PR Guidance for Parents/Carers. You can find links to further information in the Parents/Carers section of our website.

Progress Review Day is on Wednesday 11 November. On this day, lessons are suspended and some students will be asked to attend subject intervention workshops. These sessions will be aimed at supporting students where issues have been identified that are preventing them from reaching their potential in one or more subject. In most cases, if students have received 3s and 4s for their studentship in PR, then they will be expected to attend a workshop in that subject. This will be communicated to students via an Action Plan target of "PR1 Workshop". This approach is designed to ensure that support and intervention is targeted at students who will benefit the most, with a view to helping them get back on track. We would encourage all students and their parent/carers to look at the action plan targets together and identify which, if any workshops they are expected to attend on Progress Review Day. Students will then need to organise their day and fit any other commitments around the sessions. Only those students who are attending subject workshops on the day will be expected to book their 1:1 with their tutor for Progress Review Day. The remainder of students will meet with their tutor within a tutorial/free period across the next couple of weeks. In their 1-1, students can discuss any worries they might have about their progress. Tutor's will help students to develop their action plan for addressing any concerns and where appropriate, will put in place some additional intervention to support students in getting back on track.

Many students will not be required to attend PR1 Day and instead, we encourage them to utilise the day for independent study, completing set work, revision and consolidation, or completing stretch and challenge work. Details of suitable work can be found on subject SharePoint sites. Second year students who are planning to apply to university are encouraged to use the day to finalise UCAS applications if these are not yet complete.

Further information about Progress Review, how to access MyStudent and our approach to Intervention can be found on the Parent Information & Resources Platform on the Collyer's website. The platform includes lots of other useful links and guidance for parents and carers, to help you in supporting your young person at home.

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Targeted Parents' Evening takes place online on **Tuesday 24 November** and is for students who may need some support or guidance to meet their potential. Subject Teachers have indicated where an appointment is needed by ticking the appointments box within the Progress Review. Students are able to book appointments for parents/carers via MyProgress or parents/carers can make appointments through MyStudent (see attached guidance). Students are expected to attend the appointment with parents. If we do not request a parents' evening appointment, there is no obligation to make one. The General Parents' Evenings in the spring term provide an opportunity for all students and parents to make appointments, not necessarily those targeted with development actions. We have found that our early, Targeted Parents' Evening, has been very effective in helping students to make good progress, so please don't worry if an appointment has been requested. Please note, Parents Evenings are curriculum based – we cannot offer appointments with Tutors as most Tutors will be busy with subject appointments. Parents/carers may contact Tutors by email if they have particular pastoral concerns or questions.

As a reminder, students have two **Independent Study Days on Thursday 12 and Friday 13 November,** when lessons are suspended due to staff INSET and activities following our two Open Evenings for prospective applicants. This is a great chance for students to catch-up on assignments, consolidate learning and/or to focus on personal development and progression planning.

Many thanks in anticipation of your support.

Andrea John
Vice Principal (Pastoral)