



October 2023

Student Learning Review Day 1

Dear Parents and Carers,

Re: Student Learning Review Day 1, Thursday 19 October 2023

It gives me great pleasure to write to you about our planned student learning Review Day next week.

We know from experience how useful the day is in terms of reflection on learning habits and it is an opportunity to plan ways forward. We also know that such a day is greatly enhanced by inviting parents and carers to take an active part in the review process. This is the first of two such days that are planned for this academic year. On Review Day 1 we set targets and objectives for the year; on Review Day 2 (Thursday 11 July 2024) we will take the opportunity with all year groups (except Yr. 11 and Yr. 13) to look back at the previous targets and plan forward for the future.

On Review Day normal school lessons are suspended and students only come into school for their booked appointments with their tutors. The review will operate on a strict appointment only basis on **Thursday 19 October 2023**, with appointments being allocated to students from **8.30am to 2.45pm**. It is possible that some teachers may be prepared to begin earlier or to finish later, but the core times available are those stated above. It is quite possible that, for some classes, not all students can be seen during that one day. In these circumstances teachers may invite some students to have their review interview at other mutually convenient times on other days around Thursday 19 October. This will be a decision for the teachers themselves to take. Students will be expected to work at home when not in school on Thursday 19 October. Work will be set via our online learning platform, Microsoft Teams.

Parents and carers are welcome to accompany their child if they wish to attend their son or daughter's meeting. This is not a requirement but is an open invitation, however, if at all possible, we would really like all our parents and carers to attend their son or daughter's meeting. The tutor will already have spent a considerable number of tutor sessions working with the students, gathering information for reflection, in preparation for the review. Tutors and students have received information regarding the student as a learner. This will be considered ahead of review day so that the appointment is effective in its aim of distilling information from a variety of sources to aid progress in learning. We are asking

Headteacher Mrs Colette O'Dwyer
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all parents to book appointments for Review Day via School Cloud, using this link: <https://parkhighstanmore.schoolcloud.co.uk>. A guide to school cloud is attached to this letter.

Students will be expected to attend in full school uniform. For Sixth Form, a strict dress code will apply.

Please can we request that all parents/carers and students arrive via reception.

Meetings for each year group will be held at the locations listed below:

- Year 7 - Stage end of the hall
- Year 8 - Back end of hall
- Year 9 - Tutor Bases
- Year 10 - Learning Resource Centre
- Year 11 - Sixth Form Common Room
- Year 12 and 13 - Tutor Bases

Please do not hesitate to contact your child's tutor, should you have any concerns about this Student Review Day.

Yours sincerely,



Mrs Karen Wilkinson
Deputy Headteacher



When can I start making appointments from?

Appointments can be made from receipt of this letter until Tuesday 17 October at 5pm.

Should you wish to make any changes after this time, please contact your child's form tutor.

How do I book appointments?

Please visit <https://parkhighstanmore.schoolcloud.co.uk> to book your appointments. This link will also be available on the School website. Please log in [using the link above](#) with the following information, please ensure that your login data is inputted exactly how it is detailed in your Arbor account.

- Parent's first name
- Parent's surname
- e-mail address (confirmation of appointments will be e-mailed to this address)
- Student's preferred first name
- Student's preferred surname
- Student's date of birth

If you have any problems accessing your Arbor account, please contact your child's Pastoral Team.

Who do I book appointments with?

We would like you to book appointments with only your child's form tutor, as feedback on their progress is very important at this time. Please ensure that you only book one appointment.

How long are appointments?

Appointments will run for 10 minutes so please bring any questions you may have to avoid delay.

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