17 September 2018

Dear Parents and Carers

**Academic Review Day, Tuesday 16 October 2018**

In order for a child to achieve their potential it is essential they regularly reflect on their academic progress and the factors which influence their development. With this in mind, I am pleased to confirm the details for forthcoming Academic Review Day, on Tuesday 16 October. This will be an annual event and is in conjunction with Parent Consultations which take place throughout the year.

The Academic Review Day will allow you to discuss how well your son/daughter has settled at Rickmansworth. During the consultation you will reflect on their attendance, attitude to learning, behaviour, academic progress so far and any other factors which may influence their development.

Following this reflection, three holistic targets will be agreed to provide a focus across all aspects of their schooling in the academic year ahead. Students will reflect on these targets after each data drop and parents will be encouraged to refer to these agreed targets.

**Booking your son/daughter’s consultation appointment**

The majority of students will hold their consultation with their form tutor. However, in some instances students will meet with their Director of Learning, Deputy Head of Key Stage or a member of the Senior Leadership team. These students will be informed via their form tutor and parents will be contacted by the appropriate member of staff. All other students should make their appointments directly with their form tutor after Monday 24 September. Appointments will run from 8.30am-4.30pm. We appreciate that parental attendance will often require work commitments to be amended. Your form tutor will therefore ensure that your consultation starts and finishes on time. Whilst every effort will be made to accommodate your request, we cannot guarantee your preferred appointment time and places will be issued on a first come first served basis. We therefore request that you provide a number of options to enable more flexibility.

**Headteacher and Deputy Headteacher – Keynote Speech**

A keynote address will be delivered by Mr Douglas or Mr Thompson every hour throughout the day, from 9.00am-3.00pm. The speech will provide you with guidance on how to best support your son/daughter’s academic and personal development, as well as providing essential School updates.

**Tour of New Teaching Block**

During your visit to the School, all parents will be able to tour the new teaching block.
Support Services Market Place
In order to make the day as beneficial as possible, a Market Place will be held in the Dining Room Extension to offer guidance and support. This will include the presence of our Attendance Officer, Welfare Officer and Librarian as well as external partners such as School Health, Careers and Youth Connexions. Finally, parents will be able to order subject specific resources from external providers as well as use online resources such as SAM Learning, My Maths and GCSEPod in order to gain a better understanding of how these tools can support your son/daughter.

We consider the Academic Review Day as an essential aspect of your son/daughter’s academic progress, as such we require attendance from all students accompanied by a parent/carer. Thank you in advance for your support for what is an important process in your son/daughter’s academic and personal progress.

Yours sincerely

Mr K Douglas, Headteacher
Mr S White, Director of Learning Year 7