12 September 2019

Dear Parents and Carers

**Academic Review Day, Tuesday 15 October 2019**

In order for a student 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 our forthcoming Academic Review Day, on Tuesday 15 October. This is an annual event and is in conjunction with the Parents Consultations which take place throughout the year.

The Academic Review Day will allow you to discuss your son/daughter’s holistic academic progress in the previous academic year whilst primary school during a 15-minute consultation with your son/daughter's Form Tutor. You will also have the opportunity to discuss how well your son/daughter has settled at Rickmansworth.

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 23 September.

Appointments will run from 8.30am-4.30pm.

We appreciate that parental attendance will often require work commitments to be amended. Your son/daughter’s 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.
Senior Leadership Team Surgery
A member of the Senior Leadership Team will be available in the Sixth Form Centre throughout the day for parents to discuss any appropriate matters.

Support Services Market Place
In order to make the day as beneficial as possible, a Market Place will be held in the Sixth Form Study to offer guidance and support. These will include our Attendance Officer, Welfare Officer, Careers Advisor, Librarian and Data Team to ensure you can access Progresso and Show My Homework. External partners such as School Health and Youth Connexions will also be present.

Home Learning on Academic Review Day
The format of Academic Review Day obviously impacts your son/daughter’s normal timetable. Your son/daughter’s teachers will therefore be setting work to complete at home when not attending their review meeting.

The structure of Academic Review Day is different to that of a normal school day, so please contact your son/daughter’s Director of Learning if you have any further queries.

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 M Fletcher
Headteacher

Miss A M Sprenger
Director of Learning