



13 February 2025

Dear Parents/Carers,

Following your recent valuable feedback, we are pleased to confirm that we will be returning to face-to-face Progress Evenings for some year groups and will be adopting a hybrid model moving forward.

We are excited to welcome Year 10 parents back on-site on **Thursday 6th March** and want to ensure that your evening is a success, especially for those who may not have experienced such events before. To help, we have provided some simple guidance below.

Parent Guide for Face-to-Face Progress Evenings

Prepare:

- **Identify key areas:** Before the meeting, think of specific questions or areas you'd like to discuss with the teacher.
- **Talk to your child:** Ask them about their school day - what they enjoy, what they find challenging, and any concerns they have.

During the Meeting:

- **Listen actively:** Pay close attention to the teacher's feedback and take notes.
- **Ask questions:** Don't hesitate to ask for clarification on anything you don't understand.
- **Look for evidence:** Inquire about how your child's progress is measured and ask to see examples of their work.

After the Meeting:

- **Review with your child:** Discuss what you learned from the teacher with your child and address any concerns together.
- **Look through workbooks:** Review your child's workbooks at home to see their progress and identify areas that need extra support.

Remember:

- **Timings:** Time is limited to allow all parents an opportunity to discuss their child. For fairness, it's important you stick carefully to the times allocated. If you need more time, an email to follow up is advised. Every minute late will have a knock-on effect for other meetings/parents.
- **The teacher is on your team:** They want the best for your child and are there to support you.
- **Follow up:** If you have any further questions or concerns after the meeting, don't hesitate to contact the teacher.

Additional Notes:

- **Arrive in plenty of time:** Due to parking constraints, we encourage parents to walk if possible.
- **Bring your child:** We encourage parents to bring their child with them to the meeting.
- **Respectful behaviour:** We kindly ask that all parents are respectful in their behaviour and language towards our staff.

We hope your face-to-face Progress Evening is a positive experience. Additional staff will be on hand to support and ensure it is a smooth process or to follow up on any concerns you may have.

SLT Link: Mr Bugh

Head of Year: Mrs Clarke

SENDCO: Mrs Tointon

We look forward to seeing you soon.

Yours sincerely

A handwritten signature in black ink, appearing to read 'W. Teece', with a long horizontal flourish extending to the right.

Will Teece
Headteacher