

December 2014

Dear Parents

This letter should reach you together with a Report Sheet as part of the Associated Sixth Form assessment and reporting system. Our aim is to create a close network of discussions between student, subject teacher, Senior Tutor and parents in order to reinforce the successful learning that is taking place. Therefore the Sixth Form is organised in groups of students, who are supported by a Senior Tutor: this is the teacher who acts as partner to the student and yourselves in seeking to ensure that each individual student is supported to achieve the maximum of their academic potential. The target grades are based on attainment at GCSE and take into account national benchmarks and the performance of previous students in the Associated Sixth Form. You may already have had contact with your Senior Tutor; if not, this is the person that you should inform about any concerns relating to your son or daughter.

We hope that this early assessment of performance and the discussions with subject teachers and Senior Tutor will have helped the student to recognise good practice and to target methods of improving still further. This year, students have also been assessed against core expectations of attendance, appearance and attitude using our 'Driving Test' scheme; your son/daughter should be able to explain this to you. Updated grade projections will be issued in January and all of this information can be discussed at the meetings for subject teachers, students and parents at St John Fisher on Thursday 29 January (surnames A-K) or Tuesday 3 February (surnames L-Z). Please feel free to contact the Sixth Form Office by letter, email or phone if you have serious concerns before then but be assured that action will be undertaken whenever under-achievement has been identified.

The Report Sheets provide a summary of the Senior Tutor's review discussion with your son or daughter. I hope that you will choose to play a full part in this enhancement of the learning process. Most students are achieving to the very best of their ability by matching their achievement target. They deserve your high praise for this, given a crowded schedule of work. However, if they are currently working below target, please discuss the reasons with them. It should be possible for students to tell you how they can improve; alternatively you may be able to advise us on how further improvement can be achieved. We welcome your active involvement in this partnership to encourage even higher achievement, mindful of the increased competition for all routes post-A Level and of the fact that Year 12 attainment forms part of the UCAS application process.

You should also receive with this letter a report of Student Attendance Statistics for the period from 29 September to 5 December 2014. Due to technical issues we are unable to report attendance data for the period between 3 and 26 September. This details the total number of lessons recorded in this period and the number attended, and shows whether or not absences have been officially reported or authorised. We also enclose an explanation of the effort grade criteria which have been applied in this report.

Please feel free to comment fully on the reply sheets on any aspects of the assessment and reporting system because we are always keen to improve the learning process. We can assure you that use of the system has produced excellent AS results for previous students.

In addition; please find enclosed a Data Collection Sheet which shows the details that we currently hold for your son or daughter. Please can you check these details and inform us of any corrections or additions to this data by returning the form to the Sixth Form Office as soon as possible.

We are constantly seeking ways to improve communication between school and home, in particular electronic communication by email. It is, therefore, important that we have an up to date parental email address for each student where possible. Please check the email address provided in the first box on the Data Collection Sheet and ensure that this is the person you wish to be contacted by email. If this is blank, please could you provide us with an email address by returning the form.

Please note that medical details are held on a separate database by the school nurse and therefore are not required to be completed on this data sheet.

Yours sincerely

C I Kidman
Head of Sixth, St Aidan's

J Langstaff
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