



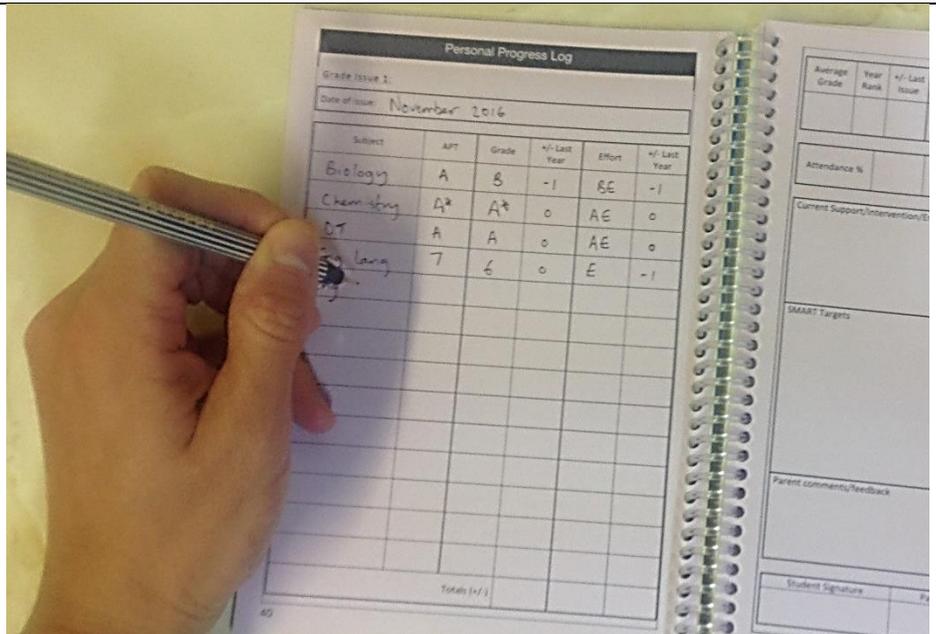
CARRYING OUT PROGRESS REVIEWS: A GUIDE FOR PARENTS

Step 1: Student Recording

On the issue of their grade sheet/profile, your son/daughter should copy across the relevant data into the next available progress review page in their planner. These start on P37 in the **purple pages**. Please support us in monitoring that this is completed.

Tip: Students tend to receive grades on a Friday, so good practice is to get them to complete this step over the weekend to save vital FP time.

	Agreed Personal Target	Nov '16 Grade	Effort Grade
Biology	A	B	BE
Chemistry	A*	A*	AE
DT	A	A	AE
English Language	7	6	E
English Literature	7	6	N/A
GCSE PE Theory	A*	A	AE
Geography	A*	A	AE
Maths	9	8	AE
PaCE	N/A	N/A	AE
PE	A	A	AE
Physics	A*	A*	AE
Spanish	A	A	AE



The student is copying across his profile data into page 40.

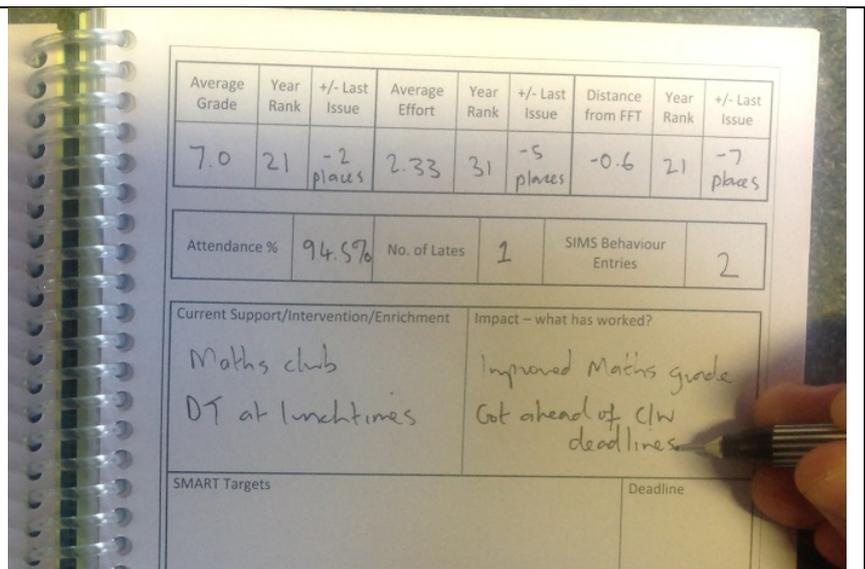
Step 2: Progress Review Discussion

In a Form Period the following week (or other mutually agreed time), the student and Form Tutor discuss the grades.

Tutors will provide students with additional data – to help them understand their average attainment and effort, and how these compare to year medians.

This discussion should be driven by the student, with ideas of how they are performing – the areas they are performing well in and those they wish to improve.

Students should then fill in the target boxes (see opposite), stating what support they are currently getting (and its impact) and then SMART targets they are setting for the year ahead.



The student is copying across the additional data and support/target info into page 41

Step 3: Completion and Signatures

Following the discussion the student should have completed the support and SMART target boxes. The student can then sign at the bottom.

Students should then take the planner home to discuss his/her progress and the outcomes of the Form Tutor discussion with you.

We ask you to then please comment and sign.

This is your opportunity to gain a deeper insight into your son/daughter's progress.

Finally, the student brings the planner back to school for the Form Tutor to sign, to complete the Progress Review.

Red boxes to be completed by student. Blue boxes to be completed by parent. Green box to be signed by Tutor once all complete

Average Grade	Year Rank	+/- Last Issue	Average Effort	Year Rank	+/- Last Issue	Distance from FFT	Year Rank	+/- Last Issue
7.0	21	-2 places	2.33	31	-5 places	-0.6	21	-7 places

Attendance %	No. of Lates	SIMS Behaviour Entries
94.5%	1	2

Current Support/Intervention/Enrichment	Impact - what has worked?
Maths club DT at lunchtimes	Improved Maths grade Got ahead of CW deadlines

SMART Targets	Deadline

Parent comments/feedback

Student Signature	Parent Signature	Tutor Signature

This process is then repeated three times throughout the year.

ACADEMIC TUTORIAL RECORDING

Please note that in preparation for an Academic Tutorial (AT), the student should complete the next available profile review (instructions above) AND the specific AT page (45).

Step 1: Student Reflections

In preparation for their AT, the student should fill as much as they can into the boxes on [Page 45](#).

Tip: This could be done in a Form Period, or as a homework task. Parents – please support from home.

Step 2: The Academic Tutorial

They should bring their planner to the AT to use as a basis for the discussion. Throughout the AT they can add any further discussion points to [Page 45](#).

Step 3: Completion and Signatures

Once the AT is finished, all boxes on [Page 45](#) need to be completed:

- If the page is completed during the AT, then the student, parent and Form Tutor can sign it off there and then.
- If the page is not completed, the student needs to do so in their own time (or in following Form Period), and then get parental and Form Tutor signatures.

Tip: The deadline for the AT write up to be completed is the Friday following the AT week.