January 2012

Dear Parent/Guardian,

**Academic Review Meetings**

As part of our continuous programme to raise pupil’s achievement we will be holding Academic Review Meetings EACH AND EVERY Wednesday commencing on 1st February 2012 for Years 1, 2, 3, 4, 5 and 6 parents/guardians until all class reviews are completed. The meeting will take place between 3.15pm and 4.00pm and each consultation will last for 15 minutes per pupil. The meetings will take the form of an individual discussion between the parent, pupil and their classteacher. These academic review meetings will replace the parent’s consultation evening.

All pupils will be given an individual appointment time by their classteacher and parents should arrive at their appointment at the correct time.

At the interview, you will be informed of your child’s academic progress in English and Mathematics. This will then be the focus of the discussion and pupils will then be told of the appropriate targets which will be set at this meeting. You will then be given a copy of the targets set to discuss with your child at home. Please be aware that only parents or guardians with parental responsibility are welcome to also attend these meetings. Classteachers will not discuss pupil’s progress with members of the extended family e.g. aunties, uncles or friends of the family.

It is also important that the pupils prepare themselves beforehand so they can derive the maximum benefit from their academic review. They need to reflect on their progress over recent weeks and begin to think about areas for improvement. This will assist with the process of setting appropriate individual targets.

If there is any reason why you cannot attend your child’s Academic Review Meeting, please notify the school in writing as soon as possible.

**God bless**

Mrs Titus
Headteacher

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Please sign and return this form to your child’s classteacher by Friday 20th January 2012.

Upon receipt of this form you will be allocated a date and a time for your child’s academic review.

Full name of child: ................................................................. Class: .........................

I have received notification of the forthcoming review: Yes / No

Parent/Guardians Signature: .......................................................... Date: .........................