



Our ref: L 1241/CB/MH

December 2018

Dear Student and Parents

Please find enclosed the first of three formal reports you will receive in Year 12. I hope you find it informative.

Interpreting the Report

The current grade is the grade at which staff believe you are working at now, based on all evidence so far. The target grade is what you could, in theory, achieve based on ALPS target data and teacher expectations.

The attitude to learning, organisation and independent learning grades will inform you and your parents about how effectively you are working both inside and outside the classroom. Grades of 3 and 4 will be of concern to us. Even a 2 grade suggests you could be working harder. The independent learning grade has been devised to inform students how well they identify issues, actively seek out relevant help, show initiative and how well placed they are for further study, apprenticeships or the work place.

For further details of the grade descriptors please visit our website.

The attendance data is very detailed. Notice first the Attendance Percentage. Anything below 90% would normally be a worry unless it could be explained away by a single significant illness. There are, of course exceptions to this when absence cannot be avoided. Clearly, the greater the percentage the better, bearing in mind that employers will almost always request the last two years of school attendance data, even when someone starts a new job *after a degree*. They also request the number of separate occasions of absence, so taking frequent short absences can be very damaging to employment prospects.

What Action Should You Take?

Attainment and Attitude.

It is important that you make positive changes based on comments at parent's evening and this report. Your teachers and tutor will always be happy to help you, provided that you are genuinely prepared to work harder and more effectively. If you wish to approach staff, then it is better to ask specific questions, for example,

- what specific steps can I take to go up one grade from my Expected Attainment?
- how should I work differently?
- what extra can I do in class/study periods/at home?
- what support materials can I use to deepen my understanding?

Then form targets in discussion with your teachers, share these with parents and check periodically to see if you are meeting them.

Certainly you could try to be more organised; filing, summarising and learning material as you go along.

Independent Learning


If you have 3 / 4 grades please see Miss Errington for advice/support as to how to improve this skill grade. Even if you have a grade 2 in this category you may still need some advice from subject teachers and Mrs Smith as to how to improve.

Attendance

Sixth Form average attendance is generally around 97%. If your attendance percentage is relatively low because of a single extended absence, then just by attending regularly from now on, your percentage will rise. If you have several absences in one term, you really need to strive to have a long period with no absences. Of course, some absences are caused by long term illnesses or medical conditions and we can alert employers to this, provided the reasons are well documented in school.

Your next report will be in March, before the Easter break.

Yours faithfully



Mr C Bradley
Assistant Headteacher - Sixth Form



Miss Errington
Head of Year 12

Please confirm you have received the report by placing a tick in the box