

## INFORMATION ABOUT YOUR CHILD'S PROGRESS

We work with students and parents to set targets, monitor progress and support learning.

### The Aim

**To help students (and their parents) understand:-**

- \* Where am I now? (attainment grades/levels, comment based marking)
- \* Where do I need to be? (target grades/levels, target comments)
- \* How do I get there? (support – parents, tutor/teacher mentoring, individual action plans, subject specific marking and feedback)

### Under the Progress Review system:

- **we will send home information about your child three times a year.** Twice a year (at the end of the autumn term and the end of the spring term) there will be a report containing up-to-date information including targets, an indication of your child's progress against the targets and grades for classwork, homework, engagement and equipment in each subject. On the third occasion in July, the information will be your child's grades after the internal exams and a Tutor Report on progress and achievements over the year.
- **you will have two opportunities a year to discuss your child's progress directly with subject teachers.**
  - ⇒ each student and their parents will be able to have a one-to-one meeting with all of their subject teachers at the end of November and then again at the start of the summer term. The first opportunity is known as our **Subject Review Day** where the school suspends the normal timetable and parents can make appointments to see teachers during the day. However, the school will be open during these days; students whose classwork/homework is behind schedule will be required to attend catch up sessions.
  - ⇒ the second opportunity is the **Subject Review Evening** which follows the same format but runs from 5.30pm to 8pm in the summer term.

Before both of these student review sessions you will receive the **Progress Review Sheet** described above. Booking appointments is done through an **on-line booking system**.

**You will also have direct access to the Head of Department via email** if you have any immediate concerns about your child's progress. Using the department @ email addresses which are listed on the following page (eg [english@yateley.hants.sch.uk](mailto:english@yateley.hants.sch.uk)) you will be able to contact the Head of Department who will either address your concerns directly or pass on the matter to your child's teacher for their attention.

There is a Year 7 Parents' Evening in October which will give you the opportunity to meet with your child's form tutor and find out how he/she is settling into Yateley School. Although it is too soon to report on progress in individual subjects, the form tutor will be able to highlight any issues that have arisen during the first few weeks and share some triumphs and successes.

## **APPOINTMENTS WITH STAFF**

If you need more information or if something is worrying you, then we will be delighted to make an appointment to meet you in person.

The form tutor, working with the Head of House and Assistant Head of House is responsible for all matters concerning the care of your child and you should, in the first instance, contact him/her. If after contact with the form tutor, you feel the matter should be discussed further, then the Assistant Head of House is available throughout the day by telephone. Should you need to meet in person, an appointment can be arranged at a mutually convenient time with your child's Head of House. If an issue cannot be resolved with your child's Head of House, then the Deputy Headteacher (for curriculum matters), the Assistant Headteacher (for pastoral matters) or the Headteacher would be willing to see you. School Reception will make an appointment for you at a mutually convenient time during or at the end of the school day. In cases where there is real difficulty and no other time is possible, either the Headteacher or a deputy will arrange to see you during the evening, if they are available.

For matters concerning your child's work within a particular department please contact the Head of Department via the email addresses below:

[art@yateley.hants.sch.uk](mailto:art@yateley.hants.sch.uk)

[businessstudies@yateley.hants.sch.uk](mailto:businessstudies@yateley.hants.sch.uk)

[childcare@yateley.hants.sch.uk](mailto:childcare@yateley.hants.sch.uk)

[dance@yateley.hants.sch.uk](mailto:dance@yateley.hants.sch.uk)

[drama@yateley.hants.sch.uk](mailto:drama@yateley.hants.sch.uk)

[english@yateley.hants.sch.uk](mailto:english@yateley.hants.sch.uk)

[exams@yateley.hants.sch.uk](mailto:exams@yateley.hants.sch.uk)

[foodtech@yateley.hants.sch.uk](mailto:foodtech@yateley.hants.sch.uk)

[geography@yateley.hants.sch.uk](mailto:geography@yateley.hants.sch.uk)

[graphics@yateley.hants.sch.uk](mailto:graphics@yateley.hants.sch.uk)

[history@yateley.hants.sch.uk](mailto:history@yateley.hants.sch.uk)

[house@yateley.hants.sch.uk](mailto:house@yateley.hants.sch.uk)

[ict@yateley.hants.sch.uk](mailto:ict@yateley.hants.sch.uk)

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[learningsupport@yateley.hants.sch.uk](mailto:learningsupport@yateley.hants.sch.uk)

[maths@yateley.hants.sch.uk](mailto:maths@yateley.hants.sch.uk)

[music@yateley.hants.sch.uk](mailto:music@yateley.hants.sch.uk)

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[sixthform@yateley.hants.sch.uk](mailto:sixthform@yateley.hants.sch.uk)

[socialsciences@yateley.hants.sch.uk](mailto:socialsciences@yateley.hants.sch.uk)