

The Green, Devizes, Wiltshire, SN10 3AG

**Principal: Mr Phil Bevan BSc, NPQH**

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@DevizesSchool



**Devizes School  
& Sixth Form College**

Raising aspirations, building futures

15th November 2018

**Progress Review Day Year 11 Only - Thursday 13<sup>th</sup> December 2018**

Dear Parent/Carer

I am writing to invite you to the Progress Review Day taking place on Thursday 13<sup>th</sup> December 2018 in the Small School Hall. The Review Day is an essential aspect of our commitment to providing parents with feedback about their son/daughter's progress and will focus on your child's year 11 Mock Examination results. We are now writing to ask you to book an appointment for this important review of your child's progress. Please return the attached reply slip indicating your preferences for each time slot. Place 1 by your first choice slot and 2 by your second preference. Students should return the reply slip directly to their tutor by Friday 30<sup>th</sup> November 2018. Please do not fill in the 'time of Appointment' section, this is for internal office use and the slip will be returned to you with your appointment time.

We will try to arrange an appointment which matches your preferred time slot and we appreciate that this may involve taking a small amount of time off from your employment during the working day, but hope that you will be able to do this to support your child and the school by doing this wherever possible. Tutors will confirm the appointment made and return the form via your son/daughter. Please arrive with your son/daughter ten minutes prior to your appointment time in order to receive and read your son/daughter's mock examination results summary and progress report. It is expected that all students will attend the Review Day meetings even if you are unable to attend.

The 15 minute appointment made with your child's tutor will focus on the general progress your son/daughter has made towards their academic targets, combined with an overview of their experiences of the mock exams. Tutors will not be able to discuss subject specific concerns but the progress report will contain specific feedback from subject staff on areas and topics that your child should not focus on to improve following the mock exams.

Students are not required to wear uniform during the discussion with their tutor and whilst not in school should be completing independent learning tasks that they can continue to work on during the day. This work will be set by their subject teachers prior to the Review Day.

We look forward to seeing you on Thursday 13<sup>th</sup> December 2018.

Yours sincerely

**Mrs V. M. Mackay**  
**Assistant Principal – Attendance, Behaviour and Inclusion**  
**KS4 RAL**

Proud to be part of The White Horse Federation Multi-Academy Trust



**Progress Review Day Year 11 Only – Thursday 13<sup>th</sup> December 2018**

**Please return ALL reply slips to your child's tutor by Friday 30<sup>th</sup> November 2018. This reply slip will be returned to you with your appointment time(s).**

I am able/unable\* to attend the Progress Review Day.

Name of Parent(s)/Carer(s) attending .....

Signed.....

Name of Student..... Tutor Group .....

I have indicated my preferred appointed time below (place 1 and 2 in your first and second choice).

Appointment Slot	Preference
8.30am – 10.15am	
11am – 12.15pm	
1.15pm – 4pm	

Time of Appointment(s) ..... **(For Office Use Only)**

Please arrive no later than..... **(For Office Use Only)**

\* *Delete as applicable*