

November 2018



Dear Parents/Carers

### **Year 7 Progress Day – Monday 17<sup>th</sup> December 2018**

We would like to invite you to come in to school to discuss your child's progress with a member of staff. The aim of the meeting will be to review progress made by your child and to set targets, which will take them towards and beyond what they might be expected to achieve. The discussion will centre on general issues raised, their academic performance inline with targets set from Key Stage Standard Assessment Tests and data on their attendance and approach to learning.

Meetings will be organised into 15 minute slots, with appointments between 8.30am and 4.30pm. The reply slip below can be used to identify your preferred time or alternatively please use the email [progressday@hartfordhigh.co.uk](mailto:progressday@hartfordhigh.co.uk) (If using Email, please use only the email address stated and remember to include pupil name, tutor group and indicate preferred time in line with the reply slip at the bottom of this letter). **Please reply either by email or reply slip before Friday 16<sup>th</sup> November 2018.** If we receive your reply slip by the set date, your appointment time will be sent by **10<sup>th</sup> December 2018.** We apologise in advance if we are not able to guarantee you a particular time requested, but will try to accommodate your preferences where possible. Please note, if your reply is not received, an appointment will be allocated for you.

The meeting will normally be with your son or daughter's form tutor. Specific pupils may be requested to be seen by Head of House, Pastoral Manager, or a member of Learning Support Team dependent on the level of extra support your child requires. In those cases where school does not receive a reply slip, an appointment will be allocated for you, and although School will try to place your appointment with the most appropriate member of staff, there may be occasions where late appointments are not able to be linked to your child's tutor.

**Cont overleaf...**



**To: Hartford Church of England High School, Chester Road, Hartford, Northwich. CW8 1LH**

### **Pupil Progress Day Monday 17<sup>th</sup> December 2018**

**Please return to Tutors by Friday 16<sup>th</sup> November 2018**

**Tutors: Please forward all replies to Mrs B Woodward (Sci & Admin Building) on receipt.**

**PUPIL'S NAME:** \_\_\_\_\_ **TUTOR GROUP:** \_\_\_\_\_

N.b. If you have twins in Year 7, a reply slip should be completed for **each child** but indicate on the slips the name of brother/sister to help us identify appointments that need to be placed close together.

Please arrange an appointment for my son/daughter at any time between 8.30 and 4.15

Please arrange an appointment for the following times only (please tick all that apply).

8.30 – 10.30  11.00 – 1.00  2.00 – 4.15

**Signed:** \_\_\_\_\_ **Parent/Carer** **Date:** \_\_\_\_\_

Pupils will be expected to come in with you **only** at the time of their appointment. The wearing of school uniform is not required. As in previous years, there will be no supervision in school for Year 7 Progress Day; please make arrangements for the supervision of your son/daughter for the rest of the day. **If you are unable to make arrangements for the suitable supervision of your son/daughter please contact Mr P Williams directly on the school number or via e-mail: [pwilliams@hartfordhigh.co.uk](mailto:pwilliams@hartfordhigh.co.uk).**

**If you are unable to attend please feel free to send another adult who can report back to yourself. However if this is not possible pupils will be expected to attend on their own.** Any pupil not attending will be recorded as an unauthorised absence unless absence has been authorised in the usual way. It is always beneficial for parents to attend with their children and, although we do appreciate that it can be difficult for working parents to be available during the day, we do hope that you will be able to arrange this. Parents' Evenings later in the year will allow you to meet your son/daughter's subject teachers.

All Progress Day consultations will take place in **EAST HALL**. Parking will be available at the front of this Building and the canteen will be open during the day to provide refreshments.

Yours faithfully

A handwritten signature in black ink, appearing to read 'g.p. Williams', with a long horizontal line extending to the right.

**Mr P Williams**  
**Assistant Headteacher**