



Dear Parent/Carer

27 January 2020

We would like to give you advance notice of our Progress Review Days that will be taking place on Thursday 13 and Friday 14 February 2020. The Review Days have been a key part of the school calendar for a number of years and provide an opportunity half way through the year to discuss progress and identify opportunities to benefit our students.

Please note that, different to previous years, **school will be open with lessons taking place periods 1 – 3 on Thursday 13 February but will close at 12.20 pm and will remain closed all day Friday 14 February**, allowing interviews to take place. These changes have been made to minimise the number of lessons missed by students but still allow for a worthwhile discussion between tutors, parents and students.

The meeting is a review of your child's progress to date but also allows us to catch up with you should you want to discuss key information that will help us to support your son/daughter. You, with your son/daughter, will meet their form tutor, Head of House or linked member of staff for approximately 20 minutes. This is an excellent opportunity for parents to meet with staff and to work together to raise achievement for all students. Heads of Faculty may contact you to arrange additional appointments to address key subject specific issues. There will be other agencies in school, several University stalls, as well as an ICT helpdesk providing information on parent apps, with demonstrations and support. Students need to attend in school uniform, with meetings generally taking place within the students form room, unless otherwise stated.

Appointments need to be made with the form tutor via an online booking system which can be accessed via the school website.

To use the parents' evening booking system please see the guidance below:

- Click on the menu button in the top corner of the new website shown as three horizontal lines: ☰
- From this menu click the + symbol next to Parents to reveal more options then select Parents' Evenings.
- Click the online booking system link highlighted in blue.
- Enter the necessary information and finally your child's register class of Cavendish in the form similar to these examples: Yr 07 C7, Yr 08 C3, Yr 09 C2, Yr 10 C3, Yr 11 C3
(Please use your child's Year typing Yr 07 not just Y7, as well as leaving spaces before and after the 07).
- Click on log in.
- Click on the manual booking for Progress Review Days and select your appointment time.

Some students may be invited into school for separate reasons such as assessments completion and intervention sessions. Subject teachers will set work for students to do at home from the lessons they miss on these days. There will be a supervised study facility available in school for any student whose parents would prefer them to be here during these sessions. Please contact one of us if you wish your child to use this facility. There will be a basic catering service offering food at break time on the Thursday but not school dinners in the afternoon. The normal school buses will collect children on the Thursday at 12.20 pm but will not be running on Friday.

We look forward to meeting you at this important consultation. Appointments are booked up quickly, so please log in and book as soon as you can.

Yours sincerely

Mrs S Phipps - Head of Cavendish House

Mr C Sinclair - Assistant Headteacher