



The Priory School

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25th September 2020

Dear Parents/Carers,

Personalised Planning Day: Tuesday 10th November 2020

Personalised Planning Day is an integral part of our tracking and monitoring process as well as an important opportunity to build relationships with our students. We have three expectations of our students – that they work hard, play well and make good choices. It is important for students to understand how well they are doing this and how they can improve by setting themselves targets. We also wish to work in partnership with students in praising success and improving weaker areas.

Form Tutors play a central role in this process, since they have the overall view of each student's progress. To do their job well they need to be able to spend individual time with each member of their Tutor Group at least once a year to talk about achievement, progress and targets. We also feel that this year, more than ever, students need the opportunity to talk on a one to one with their Form Tutor; giving Tutors the opportunity to check in on student wellbeing and discuss opportunities for academic catch up. The need for Tutor 1:1s in the summer term during school partial closure highlighted how important the bond between child and tutor is and feedback following these meetings was, without exception positive.

The purpose of this meeting is to devote a period of time to each student in the school. Given the importance of that one-to-one dialogue and conversation, we use an entire school day for these significant discussions. Currently, it is challenging for teachers to engage with children on a one to one basis due to the confines imposed on classrooms at the moment so this meeting seems more important than ever. Typically we would invite parents/carers in too, however this year we feel it is not appropriate under the circumstances to invite large quantities of visitors onto the school site and we are confident that the session can be just as valuable if focused solely on student and tutor.

Pupil Planning Day is a day on which there will be no normal lessons, and students will only be required to attend for the compulsory appointment with their Form Tutor to review progress and set targets for the future. These targets will be recorded in the student planner for your perusal and we hope that you will support students in achieving and reviewing these as the year progresses.

Students

Every student will have a 15 minute meeting with their Tutor. The time will be notified in advance, and we will publish this time via the student planner. Attendance at this meeting will be compulsory for the student, and the register will be marked exactly as if it were a normal school day. Absence notes will be needed if a student is unable to attend. However, students only need to come to school for this 15 minute period. Appointments will run from 8am until 4pm. Students are required to wear school uniform when attending school for their meeting.

Parents

When parents have an active and continued interest in their children's education, then the achievement, progress, and success of their child increases. Whilst the day is targeted primarily at students this year, we encourage parents to support their children by discussing the appointment with them afterwards and periodically reviewing their targets with them. The focus of the meeting, however, will be on the student, their views, wellbeing and concerns.

Transport

If your son or daughter normally relies on school transport there are two possibilities. If they can get to school for their interview without using school transport - perhaps with a friend, this will be the preferred option.

If, however, there is no alternative to school transport, your son or daughter can still come in their taxi at the usual time.

There will be supervised areas of the school where students can work within their bubble should learning from home not be the preferred option; typically this is a limited number of students. The supervised work area at school will be available for students who need to be in school rather than at home, before or after seeing their tutor. Students will not be taught but will complete the work that is set via Show My Homework for every student. This might be useful if you do not wish them to be unsupervised during the day or if you are a keyworker.

Work will be set for all students by teachers via Show My Homework, because the only work being done by students at school lasts for 15 minutes.

Next steps

Please complete the Microsoft Form via the link below **by Friday 2nd October 2020** so that we can make detailed plans. If you have more than one child attending The Priory School, please make sure you fill in a form for each child. [Microsoft Form](#)

We really want to make this day a success. We hope that the tutor/student meetings will be constructive and will result in tutors knowing students, and their strengths, weaknesses and needs, better. We also hope that students will find it worthwhile, and a chance to have individual time with the teacher in school who has the closest overview of their progress.

If you have any concerns or queries about this letter, please do not hesitate to contact your child's Tutor at school.

Yours sincerely,



Mrs A Pope
Headteacher