



The Priory School

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Dear Parents/Carers,

Reflect & Progress Day: Friday 19th November 2021

Reflect & Progress Day (formally Pupil Planning Day) is a key element of our new Reflect & Progress reporting system. It is a day where students are given some dedicated time to reflect on their Attitude to Learning (ATL), considering the impact this is having on their academic progress and, most importantly, considering how they are going to improve their Attitude to Learning moving forward. We have three expectations of our students – that they work hard, play well and make good choices. Reflect & Progress Day also provides students with a chance to reflect on these three expectations and if there any elements of their time in school that they could be enjoying and engaging more with.

Your child's Form Tutor plays a pivotal role in this process. In school they are the person who knows your child best. They are well placed to support your child and to help your child with this reflection process. It is important that, as a school, we give your child time with their tutor so they can facilitate discussions around your child's ATL and help your child to identify the areas they need to work on to improve and grow.

We also want to give Form Tutor's the time to support your child's wellbeing and discuss ways that may help your child enjoy more positive experiences from their time in school.

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.

Reflect & Progress Day is a day on which there will be no normal lessons, and students will only be required to meet with their Tutor or Head of House for a 15 minute Video call appointment on Microsoft Teams to review and reflect on your child's Attitude to Learning and identify targets for development.

Students

Every student will be allocated a 15 minute slot to meet with their Tutor or their Head of House from home via Microsoft Teams. This 15 minute slot will be between 8am and 4pm on Friday 19th November 2021. 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. If a student is unable to attend their meeting please leave a message on the absence line or email attend@tpstrust.co.uk . Students will not be required to come into school at all on that day but **they must wear their school uniform and turn their camera and microphone on** when attending their appointment.

Your child will be set work to complete during this day for when they are not attending their appointment. This will be posted on ClassCharts by your child's Friday lessons teachers and the expectation is that they are using their time productively on their learning.

Parents

When parents have an active and continued interest in their children's education, then the achievement, progress, and success of their child increases. Parents are welcome to attend these meetings to observe only as the primary focus of the conversation must be between the student and their tutor. It is important though that you discuss the outcomes of your child's appointment with them and help them to address the areas they have identified for improvement once the meeting has taken place.

Next steps

Please complete the Microsoft Form via the link below **by Friday 15th October 2021** 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.

<https://forms.office.com/r/3L9w2KXp0d>

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 ATL and 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