Brentside High School
Learning and Achieving Together

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Headteacher: Ms Charlotte Hames

November 2026

Dear Parent/Carer,

**Re: Years 7, 8, 9, 10 and 11 Target Setting Day –**
**Thursday, 26 November 2026**

We are pleased to invite you to our Target Setting Day, which will take place on **Thursday, 26 November.** There will be no normal lessons taking place on this day. All students will meet with their tutor to discuss their achievements and set targets for improvement. Some students may also meet with their Year Leader or Learning Support team.

This day is important for helping students progress. We will have a follow-up Target Review Day on Thursday, 25 March 2027, to review progress against targets. We believe these meetings are most effective when parents/carers attend with their child, and we really value your contributions.

Meetings will last about 10 minutes. During the meeting, the tutor will give your child's report, discuss progress, and set two main targets for improvement. These will be noted in the student planner under 'My Learning Goals'.

Your child will agree on a meeting time with their tutor **by Monday, 23 November.** If you cannot attend, please let us know on the reply slip, and we will schedule a time for your child alone.

Please remember that on the day, including the journey to and from school, your child should be dressed in **full school uniform.** Students who receive Free School Meals will be able to collect a packed lunch from the canteen before/after their appointment. **Students will attend school only for their individual Target Setting meeting** and should be working at home for the rest of their day.

We will have face-to-face appointments in the morning from 08:45-11:50 and online appointments (using SchoolCloud) in the afternoon from 12:10-15:10. You can choose which type of meeting you prefer, although for some targeted students', face-to-face meetings will be necessary.

**Booking Appointments**

If you prefer a face-to-face meeting, please complete and return the attached reply slip with your available time. This may allow for a clearer explanation of your child's report.

If you prefer an online meeting, please indicate this on the form and follow the instructions to book through SchoolCloud, our online system. Once the appointment booking system is open, we will contact you with further information.

We look forward to seeing you on Thursday, 26 November and working together to make sure your child is successful at school.

Yours faithfully,

Mr Bannon
Deputy Headteacher

ELP Ealing Learning Partnership
CHALLENGE PARTNERS
arts colleges
National Support School designated by National College for Teaching & Leadership

**Target Setting Day – Thursday, 26 November 2026**
**Please return this page to your child's tutor.**

**Student name: …… Form group: ……**

**Please tick the statement which applies to you and return to your child's form tutor by <u>Monday, 23 November at the latest</u>.**

- ☐ **I would like to attend the meeting in person** and have written in my child's planner when I am available.
- ☐ My preferred times are: 1. _____ 2. _____ 3. _____
- ☐ **I would prefer to book an online meeting** in the afternoon and will book this on SchoolCloud.
- ☐ **I am not able to attend the meeting** in person or online. My child will attend a face-to-face meeting alone. They will be in full school uniform and will have their planner with them.

**Signed: …… Parent/Carer name: ……**