



# Brentside High School

## Learning and Achieving Together

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Headteacher: Ms Charlotte Hames

March 2024

Dear Parent/Carer,

### Re: Target Review Day for Year 13 – Wednesday, 27 March 2024

I write as a reminder that, as calendared, normal lessons will not take place on Wednesday, 27 March 2024. This is to enable all students to meet with their tutor to review progress since the meetings on Target Setting Day in November, discuss current achievements and set targets for future improvement. In some cases, there may be additional progress meetings with the Year Leader of Learning Support staff.

We believe that Target Review Day is an important part of our school year as it enables parents/carers, students and staff to work together to identify, support and monitor the targets that will make a real difference to each individual's progress. For this reason, we believe that the meetings have the most impact when a child is accompanied by a parent/carer, and we appreciate your support with this.

You are encouraged to attend the meeting with your child which will last for approximately 10 minutes. During this time, the tutor will give out your child's progress report, discuss current progress and subject-specific targets and all will agree the main two targets for improvement.

**Please complete and return the reply slip the below with the time you are available to come into school**

Sixth form students must dress in normal smart attire. 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 Review meeting, unless they have been otherwise informed by their teachers, and should be working at home for the rest of their day.**

We also take the opportunity on the day to **check and update the contact details** we hold for each student, and I would ask that you take a few minutes to check and amend these, if required, after your meeting.

We look forward to seeing you on Wednesday, 27 March 2024.

Yours faithfully,

Ms Hames  
Headteacher

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### Target Review Day – Wednesday, 27 March 2024

Please return this reply slip 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 Monday, 25 March 2024 at the latest.**

- ☐ I **am able** 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 **am not able** to attend the interview in person. My child will attend alone. They will be in full school uniform and will bring their student planner.

Parent/Carer signature: .....

Parent/Carer name: .....