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March 2023

Dear Parents / Carers,

Raising Achievement Day - Friday 31st March

I am writing to invite you to make an appointment for our Raising Achievement Day. This day is set aside for individual 10 minute meetings between yourself, your son/daughter and a member of staff, usually a member of the year team. During these meetings we will review your child's progress so far, this term and set targets. Therefore, on **Friday 31st March** the school will be 'closed' for normal lessons.

We have decided to offer both in person meetings and online appointments, to ensure that we can support you in the best way possible:

- **In person meetings** are available from **8:30 to 10:00 and 10:30 to 12:00.**
- **Online appointments** are available from **13:00 to 15:00.**

We will be booking all appointments using School Cloud, you will need to indicate which type of meeting you would prefer. Here is the the link to make an appointment:

Please note the following:

- **Attendance for students is compulsory** and they will be counted as absent for that day if they do not attend. Please note that if your child is ill on that day, the usual absence procedures apply, please notify us if your child is ill.
- For any in person appointments, please be reminded that students in Years 7-11 will **be expected to come in school uniform.** Could you also remind your son/daughter to bring their **student planner** with them – this is essential as it is where they will record their targets.

Please try and support us in helping your child to make progress by making and attending a meeting on Raising Achievement Day.

The **deadline** to make appointments is **Wednesday 22nd March 2023.**

Please check your emails on the morning of Friday 31st March, in the unlikely event of staff absences due to illness we will try to rearrange your appointment with a member of the year team, where possible.

Thank you and we look forward to seeing you on RAD.

Regards,

Mrs A Johal
Deputy Headteacher