

SBC/ET
September 2018

Dear Parent/Carer

Year 7: 2018-19

I am writing to explain the ways in which we will communicate with you and inform you of your child's progress during Year 7. This should mean that you can take the opportunities to discuss progress with your son/daughter at intervals during the year.

Mass of Welcome

You are invited to attend the Mass of Welcome on 27th September 2018 at which your child's Tutor, Head of Year and Assistant Head of Year will be present. This is a service to celebrate the beginning of your child's education at St Leonard's and it would be great to see you there. Please note that this service is for all families, not just Catholic, do not be put off if you have not attended a Mass before. It is not a "Parents' Evening" however it could be a chance to chat informally with the Tutor and be reassured that your son/daughter is settling in.

Summary Report

You will receive a summary report on 9th November 2018 giving progress grades and "Behaviour for Learning" grades. A further summary report on 18th January 2019 will be followed by Parents' Evening on Monday 21st January 2019, giving you the chance to discuss progress with all subject teachers. A third summary report will be sent home before the Easter holidays showing any progress with issues that may have been raised on Parents' Evening.

Examinations

Year 7 exams take place during normal lessons in the week beginning 3rd June 2019 which means that pupils should be revising the year's work before and during half-term. You will then receive a written report on the year's work at the end of June.

Behaviour for Learning

When looking at summary reports please be aware that the "Behaviour for Learning" grades are most important. If your son/daughter is properly organised, attentive, well-mannered and trying their best then they will make good progress throughout the school. If not then we will use school sanctions to remind them of our expectations (see enclosed sheet) and to ensure that the learning of other pupils is not affected.

I include the Behaviour for Learning Grades below for your information. Please discuss these now with your son/daughter and when you receive reports.

	Descriptor
Grade 1	<p>"Excellent" behaviour for learning would typically include:</p> <ul style="list-style-type: none"> ▪ Pupil consistently displays a very positive attitude towards learning – very eager to learn ▪ Remain on-task and productive, e.g. in independent, group and whole class work ▪ Very well prepared incl. homework completed to a high standard ▪ Punctual and organised (e.g. brings the right equipment) for lessons ▪ The pupil shows excellent conduct, manners and punctuality ▪ Takes great pride in their work

Grade 2	<p>“Good” behaviour for learning would typically include:</p> <ul style="list-style-type: none"> ▪ Pupil’s attitude to all aspects of learning is consistently positive ▪ Remains on-task in whole class work, group work, or when working on their own ▪ Properly prepared for lessons incl. homework completed ▪ Brings the right equipment, and is ready and eager to learn ▪ Punctual ▪ Responds very quickly to instructions and requests by staff ▪ Allows lessons to flow smoothly and without interruption. Low level disruption is uncommon. ▪ Takes pride in their work
Grade 3	<p>Behaviour for learning where “improvement is needed”</p> <ul style="list-style-type: none"> ▪ Improvement is needed in the pupil’s behaviour for learning as there are several aspects which are not good. (See descriptor for ‘Good’ above)
Grade 4	<p>“Unsatisfactory” behaviour for learning would typically include:</p> <ul style="list-style-type: none"> ▪ Pupil persistently lacks engagement ▪ Poor attitude and lack of self-discipline has a significantly negative effect on own progress ▪ Persistent low-level disruption of the learning environment ▪ Periodic major disruption to learning environment ▪ Lack of respect and/or manners and/or intolerance shown towards each other or staff ▪ Refusal to follow instructions

You will receive information about our progress grade system with the first summary reports.

General Information

Other general information will be communicated to you through:-

- the weekly email to parents (Fridays) **(Please remember to update all email address and mobile phone number changes with the school office)**
- our half termly newsletter
- letters from Head of Year
- the school website

If you wish to contact the school about a particular concern please ring either that day or the day after and ask for the Head of Year. If they are not available they will get back to you as soon as reasonably possible. Please do not arrive at school without prior arrangement.

I am required by law to remind you that you should not take your child out of school for holidays during term-time. The vast majority of parents know and support this, yet I continue to receive some requests each year. Please plan your holidays for the thirteen weeks of the year outside of term-time and help your child to maintain the very high level of attendance necessary for them to reach their full potential at school.

Thank you in advance for your support and best wishes to your son/daughter for the important year ahead.

Yours sincerely



S. B. Campbell
Head Teacher