

26<sup>th</sup> October 2018

Dear Parent(s)/Guardian(s)

## **Lower Five Interim Reviews**

A copy of the Interim Review guidelines is attached. If you have any matters which you would like to discuss as a result of this review, please do contact the subject teacher, Form Tutor or me. Where "working towards" has been identified, we will already be looking at measures to be taken in school to address the situation.

### **Date for your diary**

#### **Lower Five Curriculum Evening**

Wednesday 28<sup>th</sup> November 2018

19:00 – 20:00

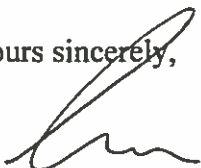
A letter with further details on what will be outlined to parents/guardians will be sent out after the half-term break.

Lower Five are generally looking very smart in their uniforms, and we ask for your continued support to ensure that they wear their uniform with pride. Girls are reminded that skirts should be worn no more than 2 inches above the knee, and that earrings should be restricted to only one pair of studs or sleepers in the lobe. Please be reminded that cartilage earrings are not permitted under our uniform policy.

I have been very impressed with the attitude and work ethic shown by the girls so far this term, as they adjust to the demands of their GCSE courses. The balance between school work, co-curricular activities and, if under-taken, part time employment can be hard to achieve. We have been aware in the past that when students over-commit themselves, it does have an adverse effect on their general well-being and their studies. It is very important for girls to have time to relax during the week and at weekends.

We wish your daughter a good half term break, and look forward to welcoming her back, rested, after the break.

Yours sincerely,



Mr T McGovern  
**Lower Five Co-ordinator**

## Academic Year 2018 - 2019

### **Interim Reviews (Remove to Upper Five):**

These provide an intermediate overview of a girl's performance assessed against the following criteria. There will be two Interim Reports per year and they will be e-mailed home.

A SMART target will be set after the first Interim in a meeting between the student and their Form Tutor. Upper Five students will also be discussing their individual target grades from each of their subject teachers and the actions and support needed to work towards these. The forthcoming Parents' Evening will provide an opportunity to review this together.

The second interim will review progress towards achieving a target.

An Interim contains the following categories for comment:

### **Knowledge and Skills:** Understanding of work covered in that group

- **Exceeding** expectations– Has a very good understanding of work covered
- **Meeting** expectations – Has a reasonable understanding of work covered
- **Working towards** expectations – Has difficulties in understanding some parts of the work covered

The criteria for awarding each grade is based on the subject knowledge expected and agreed within each department for that group (year or set and not for each individual student). There should be a clear understanding as to what is required at each grade using written criteria that shows progress from one session to another.

### **Organisation:** Arrives to lessons correctly equipped

- **Meeting** expectations – Brings the required equipment and hands work in on time (allow one slip but give a warning either verbally or, preferably, recorded in their homework diary)
- **Working towards** expectations – Has difficulties in bringing equipment etc. to lessons or handing work in on time

**Independent learning:** Includes quality of homework or their ability to work independently such as learning lines, vocabulary etc.

- **Exceeding** expectations– All homework or/and quality of performance is very good
- **Meeting** expectations – Homework or/and performance is completed to the required standard
- **Working towards** expectations - Homework lacks understanding or performance is poor

### **Effort: In lessons**

- **Exceeding** expectations
- **Meeting** expectations
- **Working towards** expectations