

24th October 2019

Dear Parent(s)/Guardian(s)

Lower Four (Year 8) Interim Review

Your daughter's Interim Review is now available for you to view on the Parent Portal. If you have any issues accessing your portal account please refer to our website under Instructions for guidance on checking how to reset your password or use the email address portal@ladiescollege.ac.gg if this does not resolve your issue. A copy of the Interim Review guidelines is attached. If you have any matters that you would like to discuss as a result of this review, please contact the subject teacher, form tutor or myself. Where "working towards" has been identified, we will already be looking at measures to be taken in school to address the situation. Students are also completing reflections and SMART targets to encourage improvement in performance, these will be discussed further with form tutors or myself next term.

Dates for your diary

School Examinations

21st, 22nd, 25th and 26th November 2019

Results of these examinations will be issued to you on 18th December 2019. A timetable will be provided after the half-term break and will allow for more revision time and a PE session. Your daughter will be looking at study skills during her tutor period. The school examinations provide us all with information about your daughter's progress and they want to do their best. Please support them in getting a balance into work/life issues and be mindful of any additional commitments which may add to what can be considered a stressful time.

Parents' Evening

29^h January 2020 from 17:00 – 19:00.

School Examinations

14th, 15th, 18th and 19th May 2020

Results will be included in your daughter's final report, issued at the end of the academic year.

I hope you have an enjoyable half-term break.

Yours sincerely,

C. Alston

Miss C. Alston

Lower School Co-Ordinator

Academic Year 2019 - 2020

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 for most year groups and they are uploaded to the parent portal.

A SMART target will be set after the first Interim in a meeting between the student and their Form Tutor in November and these are reviewed in a second meeting in March. Upper Five and Lower Five students will also discuss their individual target grades from each of their subject teachers and the actions and support needed to work towards these. Parents' Evenings will provide an opportunity to review this together.

An Interim contains the following categories for comment:

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

- **Exceeding** expectations - Has an excellent understanding of work covered
- **Meeting** expectations - Has a good 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 and meets deadlines

- **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: is a key skill for students to develop. Our definition of an Independent Learner is <https://www.ladiescollege.com/our-school/senior-school/independent-learning> and we provide opportunities for students to develop these attributes within and outside of subject lessons. Please follow the link for more details.

- **Exceeding** expectations – Students consistently demonstrate the skills relevant to the activity and at level appropriate to them e.g. reflecting on a test, piece of work or performance and being accountable for their actions; able to research effectively with minimal direction; work collaboratively with others and are self-motivated.
- **Meeting** expectations – Students usually demonstrate the skills relevant to the activity and at a level appropriate to them.
- **Working towards** expectations – Students are still developing skills and may require frequent support from the teacher.

Effort: In lessons

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