



29th March 2019

Dear Parent(s)/Guardian(s)

Upper Four Interim Reviews

A copy of your daughter's Interim Review will be available for you to view on the Parent Portal by the end of the day. A copy of the guidelines is attached. If you have any problems please refer to www.ladiescollege.com/information/parent-portal and if this does not resolve your query, please do not hesitate to contact the College IT Team via portal@ladiescollege.ac.gg

In 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.

Dates for your Diary

School Examinations Remove, Lower Four, Upper Four, Lower Five 16th, 17th, 20th and 21st May 2019

A timetable with examination arrangements will be issued next term which will allow for revision time and a PE session. Your daughter will look at study skills during her tutor period next term. 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. Results will be included in your daughter's final report, issued at the end of the academic year.

Friday 28th June to Wednesday 3rd July is Alternative Curriculum week and we have lots of interesting learning opportunities this year. I will send further detail in the next few weeks.

Please do remember that attendance at the Leavers' Service, on the evening of **Monday 2nd July**, and Speech Day, at Beau Sejour, on the morning of **Friday 6th July**, is compulsory for all students. Full details will follow.

The end of Upper Four is a busy time and we would ask that you support your daughter in achieving the correct balance of school and extra-curricular activities.

I hope that you have an enjoyable Easter.

Yours sincerely,

C Gribbens

Mrs Carrie Gribbens

Upper Four 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