

13<sup>th</sup> November 2018

Dear Parent / Guardian,

**Re:** Year 12 & 13 Progress Review

On Thursday 29<sup>th</sup> November we will be holding a Progress Review Afternoon/Evening for Year 12 and 13 parents and students.

The expectation is that all students and their parent(s) will meet with all of the student's subject teachers, so that current progress in all subjects can be reviewed and next steps agreed upon.

This Review event will run from 4.00pm to 6.30pm in the Academy Restaurant.

The Academy day, on Thursday 29<sup>th</sup> November, will not be affected by the event and so all students will be expected to attend as usual on this day.

In preparation for the review it will be important for students to arrange appointment times in advance. Students should use the attached form.

It is vital that appointments are attended by parents as well as students so that the support and challenge given to students in school can be re-enforced at home, therefore giving students every opportunity to make outstanding progress and ultimately achieve the best possible outcomes at the end of their courses. There will be a better chance of achieving this if all parties (teachers, parents and students) take this opportunity to meet and plan for the next steps in students' Post 16 education at the RSA Academy.

If you are unable to attend on Thursday 29<sup>th</sup> November please let me know, via Mrs Jackie Lee, by emailing [lee.j@rsaacademy.org](mailto:lee.j@rsaacademy.org) and I will endeavour to arrange another suitable time with you where the progress of your child in all subjects can be reviewed, however, any such alternative arrangements will unfortunately not include appointments with each individual teacher.

I very much look forward to seeing you at the Progress Review event.

Yours sincerely,



**Mr D Wild**  
**Head of Post 16**

Enc. Appointment Sheet