

Our Ref: 084/15

4<sup>th</sup> June 2015

Dear Parent/Carer

**RE: Year 10 Pupil Progress**

Your son is currently preparing for his GCSE examinations. At St Margaret's we aim to provide him with as much support as possible to ensure he makes effective progress across the year in order to achieve the minimum target grades (MTG's) set out by each subject.

The pastoral team and curriculum leaders have highlighted your son as being in a position where he is 'at risk' of not meeting these minimum target grades in some subjects. For this reason, we want to provide him with some additional and more focussed support to ensure he succeeds. In addition to the pastoral team, we will be providing supplementary support in the form of monitoring and guidance to ensure the progress and success of your son as well as the other students in similar positions. We will work with curriculum leaders and the pastoral team to implement intervention strategies where necessary, and will be dedicated to doing all we can in school to enhance progress. Your son will carry a progress card which he will be responsible for presenting to staff at the beginning of each lesson. The card will be completed by class teachers and students will review their progress daily. I will be monitoring the card on a weekly basis in order to support your son. We ask that parents and carers check and sign the card weekly as part of the monitoring process.

In order for us to keep you informed of everything that is going on in school and so that you can support your son at home, we would ask if you could let us know the best means of contacting you and provide us with up to date contact details. (eg email address/mobile number).

If you wish to discuss anything further, please do not hesitate to contact myself.

Yours sincerely

Mrs O. Lowey-Lieb  
KS4 Pupil Progress Leader (PPL)

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**REPLY SLIP – Mrs O Lowey-Lieb – Year 10 Pupil Progress**

I/We confirm receipt of your letter concerning my/our son's progress and understand the reasons for the support being offered.

I/We would be happy for you to contact me/us using the following:

Student: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent email address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_