



Bishop Douglass Catholic School

An Academy School in the Cardinal Hume Academies Trust

Headteacher: Mr Martin Tissot, MA, MBA, NPQH

October 2018

Dear Parent/Carer,

TARGET SETTING DAY: Friday 2nd November

At the beginning of every school year we hold a Target Setting day whereby stretching targets are set for your child to help them focus their efforts. Targets for achievement have already been set in every subject and provide the starting point for discussion. This year Target Setting Day is on Friday 2nd November 2018. **It is our expectation that every parent/carer attends with their child** to discuss these current levels; their progress last year and strategies to help them make their targets. We will measure progress against the benchmarks we set and report to you regularly over the coming academic year.

There will be no lessons on that day. Instead your child will only attend school for their allocated appointment (between 8.30 a.m. until 5.15 p.m.). Each interview will last approximately 15 minutes. Your child must be in **full school uniform** for this appointment and accompanied by an adult. Additionally, while you are at the school, we will demonstrate the computer system that enables you to log into your child's records and reports of progress. Staff will be available to show you how to access the Virtual Learning Environment and Show My Homework website in the library.

Please complete the Return Slip enclosed, to book your appointment. Please give second and third choices as it is very unlikely that we would be able to satisfy everyone's preferred time. If you have more than one child at the school please complete ONE slip with each child's name on so we can prioritise your appointments together, and return this to your **eldest** child's Form Tutor. **You must return your slip immediately to take advantage of this, no later than Friday 12th October.**

There will be staff will also be available to answer any queries you have and I look forward to meeting you on this very important day

Yours sincerely

G Burt

Mr G Burt
Assistant Headteacher





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REPLY SLIP

To be returned to: FORM TUTOR
by Friday 12th October to ensure the times you want can be met.

- I will be able to attend with my child on **Target Setting Day on Friday 2nd November** at the times stated below:
- We will give you appointment times close together if you have more than one child in the school. Please tick this box and list the children below.**

Name of child _____ Form/s: _____

Name of child _____ Form/s: _____

My preferred times are:

(Please indicate clearly your 1st, 2nd and 3rd preferred times).

8.30-8.45	8.45-9.00	9.00-9.15	9.15-9.30	9.30-9.45	9.45-10.00	10.00-10.15	10.15-10.30	10.30-10.45	10.45-11.00	11.00-11.15	11.15-11.30
11.30-11.45	11.45-12.00	12.00-12.15	12.15-12.30	12.30-12.45	12.45-1.00	1.00-1.15	1.15-1.30	1.30-1.45	1.45-2.00	2.00-2.15	2.15-2.30
2.30-2.45	2.45-3.00	3.00-3.15	3.15-3.30	3.30-3.45	3.45-4.00	4.00-4.15	4.15-4.30	4.30-4.45	4.45-5.00	5.00-5.15	

Signed: _____ Parent/Carer Date: _____

Name in Full _____ (please print)

