



Bishop Douglass Catholic School

An Academy School in the Cardinal Hume Academies Trust

Headteacher: Mr Martin Tissot, MA, MBA, NPQH

10th September 2021

Dear Parent/Carer,

TARGET SETTING DAY: Tuesday 21st September

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 **Tuesday 21st September**. It is our expectation that a 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. These meetings will happen in a safe environment and we would encourage one parent to attend to discuss your son or daughter's progress. 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.

Our priority is to keep everyone safe and we ask that if you have any symptoms that could suggest Coronavirus (high temperature, new continuous cough) or anyone in your household has symptoms, then you should not attend school and get tested as soon as possible. Let us know and we will make an alternative arrangement. Please respect social distancing guidelines at all times on our school site and wash your hands on arrival.

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 Wednesday 15th September.**

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

Yours sincerely

S Bent

Mr S Bent
Deputy Headteacher





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REPLY SLIP

To be returned to: FORM TUTOR
By Wednesday 15th September to ensure the times you want can be met.

- I will be able to attend with my child on **Target Setting Day on Tuesday 21st September** 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)

