



Bishop Douglass Catholic School

An Academy School in the Cardinal Hume Academies Trust

Hamilton Road · East Finchley · London · N2 0SQ

Telephone 020 8444 5211/3 · Fax 020 8444 0416 · Web www.bishopdouglass.barnet.sch.uk

Email schooladmin@bishopdouglass.barnet.sch.uk

Headteacher – Mr Martin Tissot, MA, MBA, NPQH

14 October 2016

Dear Parent/Carer,

TARGET SETTING DAY: 10 November 2016

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 10 November 2016. **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 this, our Virtual Learning Environment and Show My Homework website.

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 21 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

M Henderson

Mrs M Henderson
Deputy Headteacher Curriculum

Cc Student Services



Bishop Douglass Catholic School is part of The Cardinal Hume Academies Trust

Registered Address: St George's RC School, Lanark Road, Maida Vale, London, W9 1RB Company Number: 08148675



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RETURN SLIP

To be returned to: FORM TUTOR
by 21 October to ensure the times you want can be met.

- I will be able to attend with my child on **Target Setting Day on 10 November 2016** 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)

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