

December 2014

Dear

You are invited to attend an academic mentoring meeting with _____ and his/her form tutor on **Thursday 15th January 2015** at _____ in room _____.

Students will be investing a significant amount of time to produce a short presentation of their progress at school to deliver at this meeting. They will have analysed their own progress data, spoken to their subject teachers and used the GROW model to set targets for the future.

We would be delighted if you could attend to witness your child's presentation, celebrate their successes and be involved in the setting of targets for the future and we encourage you to support and in turn encourage your child in the two weeks prior to their academic mentoring day as they are preparing their presentation.

Please return the slip below by **Thursday 18th December 2014** indicating whether you are able to attend the meeting.

Yours sincerely

A Burton
Leader of Student Development – Y9

Eckington School - *a specialist engineering college*

Student's Name

I/we* will/will not* be attending the academic mentoring meeting with _____ on **Thursday 15th January 2015** at _____.

* *Delete as necessary*

PARENTAL GUIDANCE – KEY STAGE 3

Academic Mentoring Day – A Parent’s Guide

“What is an academic mentoring day?”

- An academic mentoring day is an opportunity for you to attend school and meet with your child and their form tutor to discuss their progress over the school year.

“What happens during the day?”

- You should arrive at the school’s main reception 5 minutes before your appointment time – you will be escorted to your appointment by a sixth form student.
- Your child will deliver a 5 minute presentation on the progress that they have made at school.
- You will get the opportunity to ask questions- these should be directed towards your child in the first instance as they are hosting the session.
- The form tutor will only intervene if anything factually incorrect is said or the student does not know the answer.

“How will students prepare for the mentoring day?”

- The students will have three weeks to prepare their presentation.
- They will use registration time, pastoral sessions, floating periods and homework to prepare their presentations.

“What is good Progress?”

- If a student has made 2 sub-levels of progress over 3 reports then we would consider it good progress.
- Each level is split into 3 sub-levels of progress (eg 4c,4b, 4a) with an “a” higher than a “b” which is higher than a “c”.
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“How can I ensure my child is preparing?”

- 3 weeks before they should be able to tell you which subjects they are making good progress in.
- 2 weeks before you should be able to see subject-specific targets recorded at the front of their planners – these will have been agreed with their subject teachers.
- 1 Week before you should be able to see a written script of what they are intending to say – a 5 minute presentation is usually about 2-3 printed pages or 5-6 written pages (approximately 1000 words).