

Dear Parent/Carer

Year 7 Assessment for Living Week
Monday 11th July – Wednesday 13th July 2011

The Year 7 Assessment for Living Week is an opportunity for you, a member of staff and your child to meet together. This important time in the school calendar has proved to be very effective in identifying key areas related to a child's achievement.

Please read the detailed information below regarding the arrangements and what you and your child should do in order to prepare for the day, and what the school will do to enable the process to be the most beneficial for your child.

What your child should do

- Complete an assignment on a chosen topic and submit this to his/her Cultural Studies Teacher by **Thursday 30th June.**
- Organise his/her e-portfolio to show evidence of the six key learning areas shown below:
 - ❖ Team Worker.
 - ❖ Independent Enquirer.
 - ❖ Self Manager.
 - ❖ Reflective Learner.
 - ❖ Effective Participator.
 - ❖ Creative Thinker.
- Prepare a presentation which will be presented to a small group as part of the progress review.
- Bring the Pupil Planner to the meeting.
- Complete a pre-meeting peer evaluation.
- Attend the Assessment for Living Day.

What you should do

- Discuss your child's performance based on the information from your child's planner and recent school reports, the latter of which will be distributed via your child on **Thursday 7th July 2011.**
- Support your child to prepare for Assessment for Living Week as fully as possible.
- Agree on specific areas which need targeting – to be discussed in the meeting.
- **Bring your child's Year 7 Report to the meeting.**
- Attend the Assessment for Living appointment for one hour with your child.
- Attend the Launch Evening scheduled for **Wednesday 8th June 2011.**

What we will do

- Review the work and progress of your child.
- Review the most recent performance data including performance in the Year 7 assessments and the Year 7 reports.
- Identify areas of commendation or concern within your child's personal or subject specific development.
- Provide you and your child with a **one hour appointment**; to engage in your child's presentation and development over the year and to discuss plans to secure your child's best possible performance in Year 8.

What we will do cont'd.

- Continue to actively monitor your child's work.
- Deliver a Launch Evening to provide you with more specific details regarding the importance of this process.

Other points to note

- Pupils do not need to wear school uniform on this occasion, but should come dressed smartly.
- This Assessment for Living Week has been specifically timed, so that we can address any important matters before the end of the school year.
- This Assessment for Living Week is a significant event in our support programme.
- Barring the day that your child is involved in the Assessment for Living process, they will be in normal timetabled lessons.

We hope that you will make every effort to attend and support your child. We look forward to meeting you in July. Please acknowledge receipt of this letter and also confirm whether or not you will be attending the Launch Evening taking place in South Hall on Wednesday 8th June, by completing and returning the reply slip below to your child's Form Tutor **by Friday 20th May.**

Yours sincerely

P Storey

Mr P Storey
Head of Year 7

An Appointment Slip will be given to you via your child's Form Tutor after Half Term. Please make every effort to attend this appointment. If you are unable to attend yourself, perhaps you could arrange for a member of your extended family or a close friend to attend with your child on your behalf.

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REPLY SLIP – (Please complete and return to your child's Form Tutor **by Friday 20th May**)

Year 7 Assessment for Living Week Launch Evening, South Hall – Wednesday 8th June 2011

Child's Name _____ Form _____

I confirm that I have received the Year 7 Assessment for Living Week Letter and ***will/will not** be attending the Launch Evening as indicated below:

Please indicate no's attending

- *I **will/we will** be attending the Launch Evening Presentation at **6.00 pm**
- *I **will/we will** be attending the Launch Evening Presentation at **7.00 pm**

Please indicate with an X

- *I **will not/we will not** be attending any of the Launch Evening Presentations

***Please delete as applicable.**

Signed _____ Date _____
Parent/Carer