

11 November 2011

Dear Parents/Carers



**Handsworth Wood
Girls' School**
visual & performing arts

Re: Progress Report for Year 9

Please find enclosed the November Progress Report for your daughter. The grade in the column labelled Autumn Attainment gives an expected end of course grade for your daughter if she maintains her current progress.

The Autumn Attitude and Commitment grade is a measure of how well your daughter applies herself to work in that subject. A '#' next to the grade means that behaviour is a concern and could affect both your daughter's learning and the learning of others. Clearly a 'c' or '#' in this column will need addressing and if present we would appreciate you discussing this with your daughter.

Attendance and punctuality data is also provided. Attendance to school is crucial and 95% attendance is seen as the minimum acceptable attendance. Research has shown that two weeks of lost schooling in a year is likely to lead to a grade lower attainment so absence should not occur unless unavoidable. Punctuality is also a very important aspect of work. Every reference that we are asked to provide for students applying for Sixth Form or college asks for their attendance and punctuality record. Every student should be registered in school by 8.40 a.m. This then supports the students in establishing good working practices which will help them throughout their working lives.

This year is a very important one for your daughter as she will be making her option choices for year 10. We will start the process of guiding year 9 students through their option choices in January. In early March, you will receive a full report from all your daughter's teachers which will give very detailed information on how well she is progressing. This will help you support her in her decisions. This is then followed up by a Parents' Consultation and Options Evening on Thursday 8 March 2012 starting at 4.00 p.m. I would strongly urge you to attend that event. Clearly, it is essential that your daughter works as hard as she can so that she is able to choose the subjects that she wants to do, rather than find that some are not available to her because her Key Stage 3 levels are not good enough.

I would appreciate it if you could complete the reply slip at the bottom of this letter to acknowledge receipt of the Progress Report. If you have any queries regarding this report please do not hesitate to contact the school. We have also launched our new website which we hope will improve communication between school and parents. I would welcome any comments or suggestions on how to improve it. You can find us at www.hwgs.org.uk.

Yours sincerely

Nicola Walters
Headteacher

ASPIRING FOR EXCELLENCE



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Reply slip to be returned to Form Tutor by Monday 21 November 2011.

Student's Name _____ Form _____

I confirm that I have received my daughter's Progress Report.

Signed _____ (Parent/Carer)

Print Name _____

Date _____

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