



# MAIDEN ERLEGH

## SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

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Dear Parent/Guardian

### **ILP (Individual Learning Plan) Fortnight: 8-19 November**

During tutor time on 5 November students will be asked to reflect upon their Autumn Tracking Report, identifying their strengths and a setting themselves SMART (Specific, Measurable, Achievable, Realistic, Time-limited) targets to help them to raise their attainment further in each of their subjects. They will be given time during the tutor session to complete their ILP, via a Google Form that will be shared on the Year 13 Google Classroom. Students are expected to arrive promptly to their meeting, with their completed ILP on their mobile, ready to amend as appropriate in discussion with their tutor. The meeting would not be able to take place if the student had not completed their ILP in advance of the meeting.

During the following fortnight all Year 13 students will have an invaluable one-to-one meeting with their tutor to review their targets to ensure that they are SMART. Meetings will be approximately 5 minutes long and will take place at a mutually agreeable time during tutor either the week commencing 8 November or 15 November. To facilitate these meetings, students are not required to register with their tutor in the mornings for these two weeks. Instead, they will be registered in their first lesson/supervised study of the day. All lessons and supervised study must be attended, as normal, according to their timetable.

Students can access their reports via the Student App, in much the same way that you can access it via the Parent App. It is essential that your child has looked at their report prior to Friday's tutor session.

This is a valuable opportunity for students to focus on what they need to do to improve further. We would appreciate your support in discussing your child's tracking report and targets with them. Please also encourage them to take their ILP and tutor meeting seriously. We encourage students to continue to set themselves regular SMART targets and they should not see this as a one off, stand-alone exercise.

Yours sincerely

Mrs L Garner  
Co Heads of Year 13

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Mrs C Hill