



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

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15 November 2022

Dear Parent/Guardian

Individual Learning Plan (ILP) Fortnight - Monday 21 November to Friday 2nd December

During tutor time on Friday 18 November, students will be asked to reflect upon their Autumn Tracking Report (Data Collection Point 1), 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 12 Google Classroom.

During the following fortnight all Year 12 students will have an invaluable one-to-one meeting with their tutor to review their targets to ensure that they are SMART. Students are expected to arrive promptly to their meeting, with their completed ILP on their mobile phones, ready to amend as appropriate in discussion with their tutor. The meeting will not be able to take place if the ILP has not been completed in advance of the meeting. Meetings will be approximately 10 minutes long and will take place at a mutually agreeable time during tutor either the week commencing 21 November or 28 November. To facilitate these meetings students are not required to register with their tutor in the mornings, Monday to Thursday, during this fortnight. Instead, they will be registered in their first lesson or supervised study of the day. All lessons and supervised study must be attended, as normal, according to their timetable. If students don't have a lesson during period 1 they must scan their ID cards on the InVentry scanners, on arrival to school, at the start of period 1 and attendance will update the registers. The school day remains as normal on Friday 25 November & Friday 2 December, with an 8.40am start.

Students can access their reports via the Student Portal App, in much the same way that you, the parent, can access it via the MyChildAtSchool 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-Head of Year 12

Mrs C Hill
Co-Head of Year 12