



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

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23 February 2023

Dear Parents/Guardian

Individual Learning Plan (ILP) Fortnight - Monday 27 February to Friday 10 March

During tutor time on Friday 24 February, students will be asked to reflect upon their DCP2 (Data Collection Point) report, identifying what achievements they are most proud of since their DCP1 report 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. During the tutor session, tutors will support students in understanding how to successfully complete their ILP. This time students will have a hard copy of their ILP to fill in, rather than completing it via a Google Form. Students will also be provided with some examples of SMART targets for their subjects. Both of these changes come at the request of the Year 12 student voice.

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, 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, and brought to the meeting. Meetings will be approximately 10 minutes long and will take place at a mutually agreeable time during tutor time either the week commencing Monday 27 February or Monday 6 March. 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/supervised study of the day. All lessons and supervised study sessions must be attended, as normal, according to their timetable. If a student does not have a lesson or supervised study period 1, they must scan their ID cards on the InVentry scanners, on arrival to school at 9am, and attendance will update the registers. The school day remains as normal on Friday 3 March & Friday 10 March, with an 8.40am start.

Students can access their reports via the Student Portal App, in much the same way that you can access it via the MyChildAtSchool App. It is essential that your child has looked at their report prior to Friday's tutor session. If you or your child have any difficulties accessing their report, please request support via mesmcas@maidenerleghtrust.org clearly stating your child's full name and tutor group.

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 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