



# MAIDEN ERLEGH

## SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

Silverdale Road, Earley,  
Reading, RG6 7HS  
0118 926 2467  
MESoffice@maidenerleghtrust.org  
www.maidenerleghschool.co.uk  
@MaidenErleghSch

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Dear Parent/Guardian

### **Individual Learning Plan (ILP) Fortnight - Monday 4 December to Friday 15 December**

I am writing to let you know about the Individual Learning Plan fortnight we have planned from Monday 4 December to Friday 15 December 2023.

During the fortnight week commencing Monday 4 December, all Year 12 students will have an invaluable one-to-one meeting with their tutor to review their autumn tracking report and the targets that they have set themselves. Students have been told to complete the online form available on their Year 12 Google Classroom page identifying their strengths and setting themselves SMART (Specific, Measurable, Achievable, Realistic, Time-limited) targets to help them to raise their attainment further in each of their subjects.

To facilitate these meetings students are not required to register with their tutor in the mornings, from Monday to Thursday during this fortnight. Instead, they will be registered in their first taught lesson or supervised study of the day. All lessons and supervised study sessions must be attended, as normal, according to their timetable. The school day remains as normal on Friday 8 & Friday 15 December, with an 8.30am start.

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 Individual Learning Plan 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

Mr T Crockford  
Head of Year 12