



# Brentside High School

## Learning and Achieving Together

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Headteacher: Ms Charlotte Hames

November 2023

Dear Parent/Carer,

### Re: Years 12 and 13 Target Setting Day – Thursday, 23 November 2023

I write as a reminder that normal lessons will not take place on **Thursday, 23 November because of our annual Target Setting Day**. The reason for this is to allow all students to meet with their tutor to **discuss current achievements and to set targets for future improvement**. In some cases, students may have meetings with members of the Sixth Form Leadership Team to discuss progress. This is an important part of our school year as it enables parents/carers, students, and staff to work together to identify, support and monitor the targets that will make a real difference to each individual's progress over the coming year. This year our follow-up Target Review Day will be on Wednesday, 27 March 2024 where each student's progress against the agreed targets is reviewed and celebrated.

**Your contributions during the meeting are greatly valued.** Meetings last for approximately 10 minutes. During this time the tutor will give out your son/daughter's report and all will discuss current progress and agree the main two targets for improving academic achievement.

**Between now and Wednesday, 22 November your child will agree with their form tutor a time that suits you both. If you cannot attend, please indicate this on the reply slip and we will allocate a time for your child alone.**

Please remember that on the day, sixth form students should be in their usual smart dress. Students who receive free school meals will be able to collect a packed lunch from the canteen after/before their appointment. **Students will attend school only for their individual Target Setting meeting** and should be working at home for the rest of their day.

We also take the opportunity on the day to **check and update the contact details** we hold for each student, and I would ask that you take a few minutes to check and amend these, if required, after your meeting. Furthermore, we can provide help with logging on to Satchel One on this day, if you have been unable to do so for any reason.

We look forward to seeing you on Thursday, 23 November and working in partnership with you to make sure your child is successful at school.

**Ms Hames**  
**Headteacher**



Please detach the reply slip below and return to your child's tutor.

### Target Setting Day – Thursday, 23 November 2023

Student name: .....

Form: .....

Please tick the statement which applies to you and return to your child's form tutor by **Monday, 20 November at the latest**.

- ☐ I **am able** to attend the interview in person and have written in my child's planner when I am available to help with appointment making.
- ☐ My preferred times are: 1. .... 2. .... 3. ....
- ☐ I **am not able** to attend the interview in person. My son/daughter will attend alone. They will be in full school uniform and will bring their student planner.

Parent/Carer signature: .....