

November 2011 Letter for First-Year Student Parents/Carers

Dear Parent and Carer,

Teachers completed 'Settling into BHASVIC Reviews' on Friday 21st October for first-year students and these are enclosed for you to discuss with your son or daughter. These reviews are intended to show how well your daughter or son has settled into their new courses and contain useful information about their progress. What follows is a brief explanation of this information:

Work Submission

There may be good reason for exceptions, but as a general guide submission should be very high. If there are any concerns this will be reflected in a teacher comment or the scores for punctuality/effort below.

Attendance

This figure reflects attendance between the dates shown on the review. Tutors and teachers would expect attendance to be 100%. If it is below 80% at this stage it would be of serious concern. High attendance has a direct correlation with high achievement, so if this is well above 90% your son or daughter is making the right start to achieving their potential.

Accompanying this letter is an Attendance Report. The codes are complicated so we also attach a Parent-friendly Attendance Code list.

Minimum Expected Grade

Students are used to being set 'target' grades and 'progress' grades at school. The Minimum Expected Grade (MEG) is different. Based on a student's GCSE scores, it expresses the minimum grade a student should expect to achieve on AS and A Level courses. It is not a prediction of what a student will actually achieve. As the MEG is subject-specific, a student can have a different MEG for different subjects. Other qualifications, such as NVQs, do not have MEGs. Students are encouraged to be aspirational and to aim to exceed their MEG.

If you would like further information about MEGs there is a useful document '**An Explanation of the Minimum Expected Grade**' in the 'Important Documents' tab of the Parents and Carers section of our website.

On-Course Grade

This is an important early indicator of how well your daughter or son is settling in and achieving on the course.

Punctuality

Punctuality is not just about getting to lessons on time but also reflects your son or daughter's commitment to meeting deadlines and submitting work.

Please inform us if you require this letter in an alternative format



Effort

Effort can be used to refer to the student's participation levels in class, time spent on independent study, efforts taken to prepare and organise study and/or their pro-activity in seeking and making use of support.

Teacher Comment

In some cases a teacher may have written a short comment if they felt that further clarification or a response to the student's comment was needed. In many cases no further comment was needed and we encourage you to speak with the teacher on the Parents' Evening detailed below if you would like further information.

We hope your daughter or son is achieving well already at BHASVIC and has made a strong start to their learning here. If, however, there are serious concerns, your son or daughter will be given an action plan which will be sent home to you and we ask that you make every effort to attend the Parent's Evening to look into how you can support your daughter or son in making improvements.

A1/IP Parent's Evenings run from **18:00 – 20:30**

Thursday 1st December – surnames A-K

Tuesday 6th December – surnames L-Z

If you would like to attend the Parent's Evening your son or daughter will be responsible for booking appointments with their teachers for you.

Additional useful documents are also available to view on the Parents' Information pages on the College website. By logging onto: <http://www.bhasvic.ac.uk/parents.htm> you can also view:

- The Parents' Calendar 2011-12
- Coursework Deadlines 2011-12
- The leaflet '**What to do if you are absent from College**'
- Student Attendance and Key Dates for 2011-12
- Parents' Fund Form

These documents are also available in hard copy on request to Susanne Bonney, PA to the Principal.

The document '**Coursework Deadlines 2011-12**' is a guide which will enable you to support your daughter or son with the demands these deadlines will make on their time management. Please note that these deadlines are very real. Failure to meet them will make work ineligible for marking and their grades will then suffer. The guide also contains our coursework deadlines policy and procedures at the front.

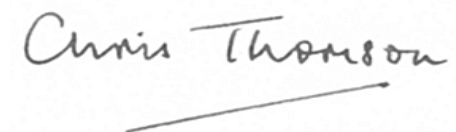
There will be another more detailed Subject Review in March. This provides an opportunity for A1 students, teachers and tutors to discuss which subjects students are thinking of taking through to their second year and to start thinking about any other courses they might need to pick up in their second year. These reviews also tie in with the receipt of results from any external January exams that students have taken.

Finally, I would also like to draw your attention to the annual CHRISTMAS CONCERT of Popular, Classical and Seasonal music. This takes place on **Wednesday 14 December** in the Main Hall, starting at 7.30pm. Tickets are available from the College or on the door and cost £3, including seasonal refreshments. We very much hope to see you at these events.

I would like to again thank all those parents and carers who have generously contributed to our Parents' Fund! If you have not already done so but would still like to, the relevant forms can be accessed from the BHASVIC website.

I hope that you will find the contents of this letter and its enclosures informative and useful and that they will enable you to feel involved in your son or daughter's progress and the College community.

Yours faithfully

A handwritten signature in cursive script that reads "Chris Thomson". The signature is written in dark ink on a light-colored background. Below the signature, there is a thin, horizontal line that tapers at both ends, serving as a decorative underline.

Christopher Thomson
Principal