

November 2011 Letter for Second-Year Student Parents/Carers

Dear Parent and Carer,

Teachers completed Subject Reviews for second-year students recently and these are enclosed for you to discuss with your son or daughter. The reviews contain useful information about how well your daughter or son has settled into the second year of their studies. What follows is a brief explanation of the information in the reviews:

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 son or daughter 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.

Priority Action Point

This target has been agreed between your son or daughter and their teacher to help them achieve, feel confident and move their achievement forward. The target could be to 'stretch' or it could be focussed on achieving outstanding work. It may be about your daughter or son's work habits, organisation and planning, time management or simply be some work for them to carry out. Discussing this action point at home is a good way to understand how confident and focussed your son or daughter is with the subject.

Other Important Information:

Parent's Evening

We hope your daughter or son has made a good start to their second year at BHASVIC. If, however, there are concerns, your son or daughter will be given an action plan which will be sent home to you for discussion and we ask that you make every effort to attend the **Parent's Evening on Thursday 26 January from 18.00 – 20.30** to look into how you can support them in making improvements.

If you would like to attend the Parent's Evening your son or daughter will be issued an appointment slip and it is their responsibility to make appointments on your behalf.

Website

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.

Coursework Deadlines

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 grades will then suffer. The guide also contains our coursework deadlines policy and procedures at the front.

March Subject Reviews

There will be a second, shorter Subject Review in March. This provides an opportunity for your son or daughter to discuss their preparations for the summer exams and the completion of any coursework that is still due. These reviews also tie in with the receipt of results from any external January exams or re-sits that students have taken.

HE/FE Applications:

The Guidance Team of Tutors and Senior Tutors have been working hard with students who are making applications to Higher/Further Education. These are now coming to an end. If your daughter or son is still in the process of applying please ensure that they are on track to complete their application within the next two weeks. The College processes applications within a 10 working

day turnaround which involves checking the accuracy and quality of the application, attaching a reference from the College and sending to UCAS or the FE provider. In most cases applications are processed in less time than this but we ask for patience and understanding once they have finalised their application and it is with the College. BHASVIC students have a very high success rate with their applications; as well as the strength of our students and the support we offer, the quality of the references the College demands of itself plays an important part in this success.

Predicted Grades:

The predicted grade we provide to UCAS/FE Providers is an honest, professional judgement about the most likely final grade.

A-level predicted grades are generally based on performance at AS-level. This has been shown to be extremely accurate. Predictions for BTECs and other vocational courses are similarly based on first-year results. Where required, predictions for one-year courses are based on work done up to that point.

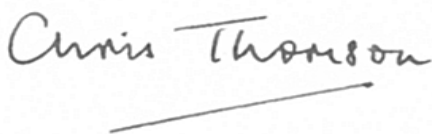
The College takes into account all available and relevant information but the prediction itself is not negotiable.

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 blue ink that reads "Chris Thomson". The signature is written in a cursive style and is positioned above a horizontal line that serves as a separator.

Christopher Thomson
Principal