

November 2010

## To Parents/Guardians of Second Year Students

Dear Parent/Guardian

Students have recently completed their subject reviews with their teachers and these are enclosed for you to discuss with your son/daughter. Tutors are currently discussing these reviews with their tutees and will be dealing with any issues raised. If there are serious concerns, your son/daughter will be given an action plan which will be sent home to you.

We have also included the following:

- An explanation of the “minimum expected grade”
- A record of attendance up to Friday 22 October 2010 with an explanation of codes

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 view:

- The Parents' Calendar 2010-11
- The Coursework Deadline Guide 2010-11
- The leaflet “What to do if you are absent from College”
- Student Attendance and Key Dates for 2010-11
- An explanation of the subject review process

These documents are also available in hard copy on request.

The Coursework Deadline booklet will enable you to see when your son or daughter may have coursework deadlines to meet and will enable you to support them 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 grading will then suffer. Please see our coursework deadlines policy and procedures on the front of the booklet.

I would like to take this opportunity to notify you of our A2 Parents Evening on **Thursday 2 December 2010** when staff will be available from 6pm until 8.30 pm. If any of the subject reviews indicate cause for concern please ensure that you see the subject teacher on the Parents' Consultation Evening. Where a teacher is particularly anxious to speak with you, a note will be sent separately. Tutors will issue appointment slips to students and it is the student's responsibility to make appointments on your behalf.

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

I would also like to draw your attention to the following events:

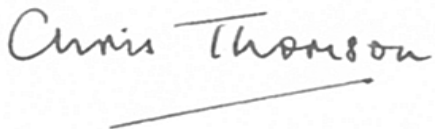
**Wednesday 15 December** – the annual CHRISTMAS CONCERT of Popular, Classical and Seasonal music takes place in the Main Hall starting at 7.30pm. In addition, the opera “Amahl and the night visitors” will take place on the same night, with two performances starting at 6.30pm and 8.30pm in the Drama Studio. Tickets (from the College or on the door) cost £3 including seasonal refreshments. We very much hope to see you at these events.

Between **Tuesday 1 and Thursday 3 March** we will be putting on an exciting performance of the musical “Into the Woods” by Stephen Sondheim Tickets will be available in early January from the Finance department at a price of £8 and £5 (concession).

Can I take this opportunity of again thanking all those parents and guardians who have generously contributed to our Parents’ Fund! If you have not already done so but would still like to, I enclose the relevant forms.

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". A horizontal line is drawn below the signature, extending from the start of the first word to the end of the last word.

Christopher Thomson  
Principal