



27 November 2017

Dear Parent or Carer,

Subject Reviews

Subject Reviews occur towards the end of each term. They contain brief reflections and summaries on a student's progress so far. Each short subject assessment contains:

1. **An attendance figure for that course** (correct as of 17/11/17 – for 'live' attendance figures, please log into Parent Advantage)
2. **The student's personal target grade** (set by the student - see guide below for more detail).
3. **A minimum expected grade** ("MEGs" are automatically calculated from national data. This is the statistically probable grade likely to be achieved, based on the student's performance at GCSE - see guide below for more detail).
4. **A current grade** (set by the teacher - see guide below for more detail).
5. **A grade for organisation and punctuality** (set by the teacher - see guide below for more detail).
6. **An effort in class grade** (set by the teacher - see guide below for more detail).
7. **An effort in independent study grade** (set by the teacher - see guide below for more detail).

A simple guide to grades

- **MEG**

The **minimum expected grade** (MEG) is the grade which, on average, the student would be expected to achieve. The MEG is subject-specific and is generated by analysing the grades students achieve nationally in the subject, in relation to their GCSE point scores.

- **Personal target grade**

This grade is generated by the student. It indicates the grade they are aiming to achieve at the end of the course. It is used to inform realistic discussion between teacher and student on how to close any gaps between the target grade and the current grade (see below).

- **Current grade**

The current grade is the grade the student is currently working at, based on the evidence of work submitted and grades achieved so far. It is teacher-generated at the time of the student's Subject Review. For students in the second year of a course, the current grade will also take into account achievement in the first year of the course.

- **Organisation and punctuality / Effort in class / Effort in independent study**

Teachers provide grades on a four-point scale. The numbers relate to the following:

1. Excellent
2. Good
3. Some concern
4. Serious concern

Students who are given grades 1 or 2 are to be congratulated. These grades demonstrate that the student is successfully meeting their study commitments and working very positively towards success. In some circumstances, a student may be given good or excellent effort grades even though their current grade is lower than their MEG or personal target grade. In these instances, the grades will indicate that your young person is moving in the right direction and has a good attitude to their learning. With more time and access to the support available to them, they ought to be able to achieve very well.

Students receiving a grade of 3 in a category are expected to use this information to prioritise improvement in that area of their study.

A grade 4 means that the teacher believes the student is very likely to significantly underachieve or not pass the course. Students receiving a grade 4 are also likely to be given a Support Plan as a way to help them to resolve the issues and improve.

Attendance

Please check through the attendance table in the report carefully. The attendance reported dates from the September start of term through to 17/11/17*. Attendance that is below 90% at this stage in the year is of concern. We recognise that sometimes absence is unavoidable. However, ongoing communication is essential and students should always endeavour to find out what work they have missed via e-mail and/or the VLE. On their return to college, they can also arrange time to catch up at subject extensions or in discussion with the relevant teaching staff.

Personal Tutors will work closely with students whose unauthorised absence is high, offering support to help them improve. Towards Easter, we will identify those students whose overall attendance remains below 90% with largely unauthorised absence rates, and they may be charged a £50 contribution towards their assessment costs. Please remember that you can also support this by monitoring your young person's absence: 'live' attendance figures are available to you online via Parent / Student Advantage. If the attendance record does not appear to be accurate, please contact your young person's Personal Tutor.

What to do if a subject, grade or other part of the Subject Review seems to be missing

Please check with your young person regarding this in the first instance. They may know the situation with that particular course or Subject Review. If an error or omission has occurred, please ask your young person to speak to their Personal Tutor who can investigate the matter with them and arrange for any missing content to be provided to you.

What happens after Subject Reviews?

Detailed feedback to students is given in lessons, and via one-to-one meetings on Study Days with their teachers (in November for new, A1 students; and in March for final year, A2 students).

The college recommends that you look through the Subject Reviews carefully and discuss these with your young person. In particular, look for any significant mismatch between your young person's own **personal target grade** (what they would like to achieve), their **MEG** (a statistical guideline on what they could *at least* achieve) and the teacher's **current target grade**. The grades here can lead to open and supportive conversations.

However, studying is not only about grades: a student's own reflections are also very important. They have been asked to comment on how they are feeling about their studies, how they are progressing and what this all means for the future. Your young person may not have written much, or they may have written an essay! The most important consideration here is the *tone* of what they have written. This can lead to further discussion and inform the meeting with their teacher at a Parents' Evening.

Parents' Evenings information

More detailed feedback on your young person's progress will also be available to you at a Parents' Evening. Please note that your young person will be responsible for booking your appointments with their teachers in the week before they are due to take place.

It will be at your discretion as to whether students attend a Parents' Evening with you. We do recommend bringing notes and questions from your young person's Subject Reviews should you need clarification on assessments and grades.

Parents' Evening Dates:

- New A1 students - Surname A-K - Wednesday 29 November, 18:00-20:00
- New A1 students - Surname L-Z - Monday 4 December, 18:00-20:00
- Final year A2 students - Thursday 8 February, 18:00-20:00

How frequent are Subject Reviews and when are they available?

There are three rounds of Subject Reviews which will be available to you at the following points in the academic year:

1. Round one: Monday 27 November 2017
2. Round two: Friday 23 March 2018
3. Round three: Friday 6 July 2018

Other Important Information:

Website

Additional useful documents are also available to view on the Parents' Information pages on the College website. By logging on to: <http://www.bhasvic.ac.uk/parents-and-carers/calendars-and-guides.aspx>
All web documents are also available in hard copy on request to Netti Buswell, PA to the Principal.

Finally, 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 find the contents of this letter useful and they enable you to feel involved in your young person's progress at college.

Yours faithfully,



William Baldwin
Principal