

Progress Review 2 Overview – Student & Parent/Carer Guidance

PROGRESS REVIEW 2 OVERVIEW

- Students and parents will receive the Progress Review 2 report on the 8th February and further information about the report will be provided within this communication.
- Within the report a Minimum Grade shows what students with similar GCSE results have achieved as their final grades, on average, in previous years. It is important to note that this is just an average and in many cases with hard work students achieved grades higher than their Minimum Grades.
- For 6.1 and 6.2 students, the Current Grade judgement should be based on; prior attainment, the most relevant and recent assessment(s) completed on the course so far, together with the professional opinion of the subject teacher(s). It is the department’s responsibility to decide what evidence is the most appropriate in informing this process and all teachers within a subject area adopt a consistent approach. The Progress Review 2 Current Grade is a progress check at this moment in time and for qualifications being completed this academic year, it does not determine what your final grade will be.
- For 6.2 students the Estimated Grade must indicate what the teacher estimates the student could be able to achieve by the end of an A level, AS, GCSE or BTEC course. An important factor in this decision is the expectation that a student’s performance is likely to improve over their remaining time left on the course.

PROGRESS REVIEW 2 SUBJECT REVIEWS

1. Overall aims

- The intent of the Progress Review 2 Subject Review is for every student to have an appointment with each subject area to discuss their current progress and identify up and coming priorities.

2. Organisation

- Progress Review 2 subject reviews are run by the subject teachers and take place during the 3 days of timetable suspension from 9th to 11th February.

Day / Date	Morning / Afternoon	Time
Wednesday 9 th February	Morning	08.50 – 12.50
	Afternoon	13.50 – 16.20
Thursday 10 th February	Morning	08.50 – 12.50
	Afternoon	13.50 – 16.20
Friday 11 th February	Morning	08.50 – 12.50
	Afternoon	13.50 – 16.20

- All Progress Review subject reviews are a maximum of 10 minutes long and will be hosted via Microsoft Teams Chat and if a student cannot access Teams, a phone call will be made.
- If students do not engage with their appointment then the subject teacher will make a note on the Progress Review Log to that effect and complete the entry in the student’s absence.

PROGRESS REVIEW 2 EVENINGS

1. Overall Aims

- The intent of the Progress Review 2 Evenings is for teachers to discuss with parents/carers their son or daughters current progress, priorities and opportunities to support best final outcomes.
- Appointments are offered to all 6.2 students but are subject to availability.
- Appointments with 6.1 students are by invitation only. Subject teachers will indicate on the 6.1 Progress Review report as to whether there is a need to arrange an appointment with a Parent/Carer.

2. Timings

- Progress Review Evenings are Thursday 24th February and Thursday 3rd March. With all appointments being via Teams, there is no alphabetical allocation.
- Appointments are with subject teachers and are between 5.00 and 8.30pm.
- All Progress Review 2 Evening appointments are via Microsoft Teams.
- All Progress Review Evening appointments are a maximum of 10 minutes long. Teachers, students/parents/carers must ensure that they are available at the appointment time.
- Progress Review Evening appointments can only be held on the designated evenings and teachers may not have the capacity to make alternative arrangements if an appointment is missed by a parent/carer.

3. General Organisation

A) Booking Progress Review Evening Appointments

- Where we wish to continue to encourage students to take ownership of their learning and further build their independence, students will be encouraged to make Progress Review Evening appointment bookings at the earliest opportunity on their parent/carer's behalf with the required subject teachers.
- When booking an appointment with a teacher, students will need to indicate whether they wish for the meeting to take place in-College or via Microsoft Teams.
- If required, parents/carers can identify Heads of Department from the College Website (Our Courses tab) who will be able to provide support with making appointments.
- If parents/carers have concerns about a student's ability to host a Microsoft Teams appointment, teachers can use Outlook/Teams Calendar to book an appointment with the Parent/Carer who is the Primary Contact.

B) If attending Progress Review Evening Appointments via Microsoft Teams

- All appointments should be held via Microsoft Teams.
- We would encourage video to be switched 'on' for all appointments.
- Microsoft Teams appointments will be hosted via Teams Chat. The teacher will call the student via Teams Chat and the student will then share their screen together with the parent/carer. It is essential that students have their Teams account open and are with their parent/carer at the time of the call.
- If neither the student nor parent/carer can access Teams, a phone call will be made.
- Teams or phone calls will not be recorded.