



6 October 2022

Dear Parent / Carer

## Settling in Evening, Progress Evenings and Reporting Home for Years 7-9

I would like to warmly invite you to attend our Settling in Evening on Thursday 20<sup>th</sup> October from 16.00 – 18.30 by Video Call. The evening will be an opportunity for you to talk to your child's tutor about how they have settled into their school year. Further progress evenings with subject teachers are scheduled for later in the year. Please find the schedule on the last page.

The evening will be run remotely with meetings via video calls using the 'Parents Evening System'. We used this system for all of our Progress Evenings last year with very positive feedback from parents and staff. This is mainly because there is no queuing or waiting around as timings are adhered to religiously due to the automated nature of the system. Furthermore, there are also no background noises or distractions such as there can be in big venues in school. However, it is worth remembering that each appointment lasts exactly 5 minutes (there is a timer in the corner of the screen). This means conversations need to be really focused in order to make the most of the appointment. As a result, you may wish to prepare questions in advance so you can maximise the time. If, following the evening, you still find yourselves with unanswered questions or that simply time had run out before you had finished, please contact the member of staff directly and a further conversation can be arranged. Staff email addresses are formed as follows; staff initial staff surname (no gap)[@southdartmoor.devon.sch.uk](mailto:southdartmoor.devon.sch.uk). So, for example, my email address is [jbradford@southdartmoor.devon.sch.uk](mailto:jbradford@southdartmoor.devon.sch.uk).

To book appointments please use this link:

<https://southdartmoorcommunitycollege.schoolcloud.co.uk/>. (A short guide on how to add appointments is included with this letter.)

Login with the following information:

Student's First Name / Surname / Date of Birth

This allows you to choose your own appointment time with your child's tutor and you will receive an email confirming your appointment.

Appointments can be made from 9am on Monday 10 October and will close on Tuesday 18 October at midnight. Should you wish to make any changes after this date please contact Mrs J Wills: [jwills1@southdartmoor.devon.sch.uk](mailto:jwills1@southdartmoor.devon.sch.uk)

In addition, please find below key dates for reporting home for the remainder of this academic year.

### **Progress Reports**

In the spring and summer terms, all students in Years 7-9 will receive a progress report. This report will be emailed to parents and carers. To ensure effective communication we rely on the contact information that we hold for you being accurate and up-to-date. It is therefore important that you keep the school informed of any changes to your details by emailing [jwills1@southdartmoor.devon.sch.uk](mailto:jwills1@southdartmoor.devon.sch.uk)

The schedule for sending reports home is as follows:

**Spring Progress Report 1: During the week commencing 20 February 2023**

**Summer Progress Report 2: During the week commencing 10 July 2023**

A detailed guide, with an explanation of the grades, will be available when reports are published. Please do not hesitate to contact the school if you have any queries or concerns regarding your child's report.

### **Parent Progress Evenings via video calls**

Progress evenings with subject teachers, for each year group, are scheduled as follows:

**Year 7 Thursday 20 April 4.00- 6.30pm**

**Year 8 Thursday 04 May 4.00- 6.30pm**

**Year 9 Thursday 23 February 4.00-7.00pm (to include advice for GCSE options for Y10)**

We encourage parents / carers to attend these evenings as it is a chance for you to meet with subject teachers to talk about your son/daughter's progress. A letter with further information, including booking appointments, will be emailed home prior to each evening.

Please feel free to email me if you require any further information about reporting home. Should you have any concerns regarding your son/daughter in the meantime, please do not hesitate to email their tutor or subject teacher using the format [ateacher@southdartmoor.devon.sch.uk](mailto:ateacher@southdartmoor.devon.sch.uk).

Yours faithfully



John Bradford

Assistant Headteacher, Progression