

January 2024

To: Parents/Guardians of Upper 6th Pupils

Dear Parent/Guardian

REPORTING

As the new term gets underway, we would like to take the opportunity to remind you about the next stage of our reporting schedule for the Upper Sixth.

Further to previous correspondence, there will be a further Grades Report and Parent Teacher Meeting this month.

Grades Report

Grades Reports will be issued on **Thursday 18 January**.

We hope that you will be able to use the information contained in the Report to provide a basis for discussions on the way forward with subject teachers at the subsequent Parent Teacher Meeting.

Parent Teacher Meeting

This will take place in School on **Monday 22 January** from **5.30 pm until 7.30 pm**. Appointments will be organised electronically via SchoolCloud. A guide is attached to help you enter the online SchoolCloud system to book appointments. The booking system will open for you to make appointments from 6.00 pm on **Thursday 18 January** and will remain open until 6.00 pm on **Sunday 21 January**. Once all your appointments are made, you will receive confirmation by email.

An outline of the remainder of our reporting dates for the Upper Sixth can be found below.

Form 6		
Term 2	Report 3 (Grades report)	Thursday 26 March 2024
Term 3	Parent Teacher Meeting by Invitation	Wednesday 17 April 2024
	Report 4 (Valedictory)	Thursday 27 June 2024

Whenever we become aware of any academic concerns irrespective of the reporting schedule detailed above, subject teachers or Heads of Faculty will be in touch very promptly. Our intention in this regard is to be very proactive in involving parents/guardians at an early stage, in order to seek support in addressing any potential issues swiftly and effectively. Equally, please let us know as soon as possible if you are aware of any problems your young person is experiencing in meeting their academic potential, so that our Heads of Faculty are fully aware.

We look forward to welcoming you on Monday 22 January. As always, if you have any questions about these arrangements, or more immediate matters to consider, please do contact your Form Tutor in the first instance.

Yours sincerely

Jenell Arnott
Deputy Head Teacher