



Friday 24th November 2017

Re: Progress Picture

Dear Parent/Carer,

As part of our ongoing efforts to ensure that your child is making progress at Phoenix Academy and in the spirit of strengthening the school-parent relationship, accountability, and creating a constructive dialogue between you and your child, we will be sending out a weekly report, referred to as a 'Progress Picture' which will be sent via email.

The 'Progress Picture' will inform you of your child's:

Attendance

This is the attendance (%) for your child this academic year- it is cumulative.

Achievement points

This is the weekly number of achievement points, which could be awarded for a range of positive behaviours. For example, excellent effort in lessons; completing homework to a high standard etc.

Behaviour points

This is the weekly number of behaviour points sanctioned, which could be for a range of negative behaviours. For example, incomplete/unsatisfactory homework; lateness to lessons; failing to follow instructions etc. Please discuss how to avoid being sanctioned with your child.

Notices

These are important messages and key pieces of information that the Head of Years believe are pertinent to their year groups for the week.

If you would like to receive a 'Progress Picture' every week, you will need to, if you have not already done so, provide the school with an up-to-date email address.

Yours faithfully,

Mr Lamboi
Head of Year 7 & Progress Picture Lead

