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Head: Jane Partridge

15 November 2017

Dear Parents

### Grade Report

Please find enclosed with this letter your son's latest grade report.

We are changing the way we report on your son's progress this year. His grade report will now show his minimum expected grade, together with whether or not he is making expected progress and his effort grade. His overall attendance percentage is also shown at the top of the report. I ask that you take time to go through the contents of this with your son. If you have any questions or comments about your son's report please contact either his Learning Coach or the appropriate Progress Manager (as indicated on the report) in the first instance.

Please note that all grade reports will in future be emailed to you. I would therefore ask that you ensure we always have an up-to-date email address for you. If you do not have the facilities to receive reports via email, please return the reply slip below and we will ensure that a copy is posted to you.

Finally, I would be grateful if you could take 5 minutes to complete a survey to let us know your thoughts on the new reporting procedures. The link is below:

<http://www.smartsurvey.co.uk/s/reports/>

Thank you for your continued support.

Yours sincerely



**Andy Riddle**  
Assistant Headteacher

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**REPLY SLIP – NEW REPORTING SYSTEM**

**Please return to Mrs Tina Mastin via Reception**

Name \_\_\_\_\_ LC Group \_\_\_\_\_

Please continue to send my son's grade report by post.

Signed \_\_\_\_\_ Date \_\_\_\_\_