



# St Martin's School

**Ysgol Martin Sant**

Hillside, Caerphilly CF83 1UW

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31 October 2016

Website *Safle wê*

<http://www.stmartins.caerphilly.sch.uk>

Headteacher/Prifathro: Mr L Jarvis

Dear Parent/Guardian,

Our annual reporting day will be held on **Monday 14th November 2016**. During this day, pupils and a parent(s) will be required to attend an interview with their form tutor in order to discuss their academic and pastoral progress. The interviews will be a genuine one-to-one dialogue between pupil and tutor and will allow your child and yourselves to discuss any necessary points or issues that may arise from the detailed discussion. This reporting day will replace our traditional approach to parents' evenings in order to support your child's needs more effectively.

The Additional Educational Needs Coordinator, Mrs Richards, will be available during the day to support you with any queries or questions you may have regarding your child. Our family team will also be available throughout the day to discuss any support services you feel you would benefit from accessing. Some of these key service providers will be on site during the day if you wish to seek any further information.

As a result of this, the school will be closed to pupils on Monday 14th November, except for when attending allocated appointments. Tutors will confirm appointments following receipt of the slip below and the time confirmed with pupil. If an appointment is not made by your child an appointment slot will be allocated to you.

We look forward to discussing with you your child's progress across all their subjects on this most important day.

If you have any queries or questions you would like answering prior to the day, please do not hesitate to contact us at the school.

Thank you in advance for your ongoing support.

Yours faithfully

**Mr G Evans**  
Assistant Headteacher

### 'Reporting Day' reply slip

Name of Student \_\_\_\_\_ Form \_\_\_\_\_

Dear Form Tutor,

I request the following time for my appointment: \_\_\_\_\_

If this time is taken I am available during the following time slots: \_\_\_\_\_

Name of Parent \_\_\_\_\_

Dear Parent of \_\_\_\_\_ (student name) \_\_\_\_\_ Form \_\_\_\_\_

An appointment has been made at \_\_\_\_\_ on Monday 14th November.

I look forward to meeting you.

**Learning Together, Achieving Forever** **Dysgu ynghyd, cyflawni o hyd**

