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September 2023

## The Avenue School procedures for reporting and sharing pupil progress with parents and carers

Dear Parents and Carers,

I am pleased to write and update you about pupil progress meetings and reporting for your child.

Parents and carers will be invited to **three** meetings during the school year – one meeting every term will be held to discuss your child's progress and achievements.

The meetings will include **one** Annual Review meeting and **two** Home School Conversations.

### Meetings:

#### Annual Review meeting

Each year parents and carers will be invited to attend an annual review meeting for your child. This is the meeting in which we review your child's Education and Health Care Plan (EHCP). In the run up to this meeting you will receive written reports from your child's class teacher, speech and language therapist and occupational therapist alongside reports from any other professionals involved in your child's education, health or care.

#### Home School Conversation meetings

In addition to your child's annual review parents and carers will be invited to attend two home school conversations. These meetings are an additional opportunity to:

- Agree clear goals and targets for your child's learning
- Share your concerns and your hopes for your child
- Agree how to help your child do better

### Reporting:

#### PIP Targets

Each half term you will receive a copy of the targets your child is working towards in class in the form of your child's Personal Intervention Plan (PIP Map). This will be sent home in your child's home school link book at the end of the first week of each half term.

#### PIP Trackers

At the end of each half term the class team will send home an update of the progress your child has made when working on their PIP targets. This will be sent home in your child's home school link book.

#### End of Year Reports

Parents and carers will receive an end of year report in July, which will report on all areas of learning.

Thank you for your continued support

Kindest regards

**Ms Rachel Rai | Headteacher**

**Headteacher:** Rachel Rai

**The Rise Partnership Trust CEO:** Jayne Jardine

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