



KAIKOURA HIGH SCHOOL

Principal – Werner van Aswegen

22 June 2011

Dear Parent/Caregiver

Academic Review

Following the success of last year's Academic Review meetings a few changes have been planned and are currently being put into action for this year. The major change is that more emphasis is being put on the interviews being student led. There will be the opportunity to receive feedback from your child and their Form Teacher. For Year 7 and 8 children the supporting person will be the homeroom teacher rather than the form teacher. In addition the Dean and Head of Level will be on hand to answer queries. Any requests made on the day to see individual subject teachers will be processed and the teacher concerned will get back to you, in due course, to address any issues.

Appointments for the Academic Review meetings are scheduled between 8:30am and 6:00pm on **Thursday 14 July**. The duration of each appointment is fifteen minutes during which time you, your child and the Form Teacher will have the opportunity to discuss your child's progress so far this year. School Reports for the first half year will have been issued before the meeting day and will be a focus of the review. During the review the student will highlight their overall progress and the teacher will make suggestions for improvement in any specific areas as indicated by subject teachers in the report. It is important that this valuable opportunity is taken to gain first hand knowledge of how well your child is doing this year and how they could improve.

In addition to the interviews, there will be displays of students' work and an opportunity to view the career kiosk. Refreshments will be available throughout the day and the Principal will be on hand to discuss issues pertinent to your child, or the school in general.

There will also be two scheduled sessions in which the REACH junior graduation certificate will be explained in greater detail to parents of current Year 9 and 10 students. The sessions will comprise of a detailed outline and a question and answer forum.

Please complete the attached Appointment Form which allows you to indicate a favoured time. In addition transport and/or crèche facilities will be available on request. Once the Appointment Form is completed and returned, the teachers will work together to provide the most suitable interview times for your entire family. To assist us to give the best service to you please return your appointment requests by **Wednesday 29 June**. You will be notified by the first week in July of your appointment times.

Yours faithfully

David Mallinder
Deputy Principal

Academic Review Appointment Form

Name

Form

**Please complete this form and return it to <First Name>'s Form Teacher
by Wednesday 29 June.**

My preferred interview time is between:
(Please circle your choice.)

- | | |
|-------------|-----------|
| 8:30-9:00 | 1:00-2:00 |
| 9:00-10:00 | 2:00-3:00 |
| 10:00-11:00 | 3:00-4:00 |
| 11:00-12:00 | 4:00-5:00 |
| 12:00-1:00 | 5:00-6:00 |

The appointment time will be confirmed by return from the Form Teacher.

If you have more than one child at school the Form Teachers will endeavour to make the appointments at similar times for your convenience.

Please indicate if you require transport to and from the school. Yes / No
(You will be notified of pick up time)

Please indicate if you require crèche facilities for the duration of the interview. Yes /No

Please indicate the number of children for the crèche

Parent /Caregiver