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25<sup>th</sup> September 2024

Dear Parent/Carer,

### **PROGRESS CONCERN FORM – STREAMLINING OF PROCESS TRIAL 24/25**

This session we are trialling a new way of using Progress Concern Forms to streamline the process. Progress Concern Forms are used to help identify and support learners who, for whatever reason, are struggling to make progress in a subject. The purpose of streamlining the process is to try and flag up concerns early enough so that each young person has a chance to rectify things as quickly as possible. The process will work in three stages and operate as follows:

#### **Stage 1**

- If a teacher identifies a concern, they will complete a Progress Concern Google Form about a pupil
- This will trigger a text message home saying:  
*A progress concern form has been raised for <Pupil's Forename> in <Subject Name>. The teacher has discussed this concern with <Pupil's Forename>*
- The teacher will discuss this concern with the pupil before the message is sent

At this stage, the message is there to prompt a conversation between you and your child to see if you can get to the bottom of any difficulties they may be having. If, following this conversation, you feel there is something that could help to make a difference for your child, please contact the school.

#### **Stage 2**

- Following a period of intervention from the classroom teacher (normally at least 3 weeks) the issue may not have resolved itself and the teacher may need to complete a second Progress Concern Google Form
- This will trigger a text message home saying:  
*A second progress concern has been raised for <Pupil's Forename> in <Subject Name>. Please contact the subject PT to discuss.*
- At this stage we would like the subject PT to discuss the concern with you to explain what interventions they can offer to help your child to have success in their subject

- This may include homework clubs, extra revision or a change in presentation level

### **Stage 3**

- If all interventions have been unsuccessful, there will be a conversation with the subject PT, Guidance Teacher/Year Head to agree steps forward to ensure the pupil leaves the subject with a qualification and contact will be made with home

We hope that by using a quicker method of communication, we will be able to get to the root cause of any issues in a timely manner and help our pupils to achieve. Thank you, as always, for your support.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J. Vance'.

Dr J Vance  
Rector