

Friday 9th December 2011

Dear Parent / Carer,

It has been a very busy term for us at Stanley Park High and we are all looking forward to the move into the new school. I am writing to provide you with various information and updates about your child at this time.

Academic Reports

Please find enclosed the Academic Assessment Update Report for your child. You will notice that we have reviewed the reporting system so that it takes place at 5 assessment points throughout the year, thus giving you a clearer and more informed picture of your child's progress. We have also included an On Track column. As explained within the report itself, this is a coded system which tracks each student's progress against the expected rate of progress for a child to make across the year. If your child is exceeding this rate of progress they are doing very well, and we may look to raise their target even further if this challenge is appropriate. If your child is on track, they are working well and are expected to reach their target level with this rate of progress. If your child is currently not on track they will need to make greater progress in order to get themselves back on track. This is more than possible for your child to achieve at this stage in the year, and your child will have had conversations and feedback from their teachers which will help them to know what they need to do in order to achieve this next level.

MLE and Student Work in January

I am also writing to ensure that you are fully aware of the arrangements for your child when they are working from home during the week of Monday 9th January to Friday 13th January 2012. All of the information about these arrangements can be found on the School Website. However, I thought you might find it helpful to also have the following information to support your child accessing the work they will need to complete.

Your child has a username and password for the school email address. They will need to use this to access the MLE and they have all been trained on how to do so. I have included a set of instructions for you in case your child experiences any difficulty.

- Go onto the Stanley Park High web page (www.stanleyparkhigh.org.uk)
- Use your school email username but it must then be followed by **.319**
Eg. Joebloggs.319
- Put in your normal password for your school email – and click log in

- Look at the circles where the subject names are written inside of these – you need to click on each subject that you study to find the work. Once you have clicked on this you should find your class – either by clicking on KS3 and then your class code – or your class may come up straight away
- Follow the instructions given by your teacher and make sure you bring all of the completed work to hand in to your teacher on the first day of school

Trouble Shooting

We have also set up a helpdesk should there be any problems during this time. Can I please direct you to the following:

- Technical Assistance: Richard Thompson MLE Co-ordinator
- Subject Difficulty: Please advise your child to e-mail the above address and clearly state the name of their teacher, the subject and the difficulty. This will be forwarded to the teacher – but they will not be able to respond immediately as we will be running two separate sites at the time. Therefore, please advise your child to complete other work and the teacher will respond when they are able to.
- Log In Difficulties: There is a short film on the Website under Media - Film Galleries – called Fronter Student Log In Support
- General enquires: Please feel free to contact myself – Carol Symons (Associate Headteacher)

Your child will attend the new school site on Monday 16th January and all the information you may need about this can be found on the school website.

Please feel free to contact me should you have any concerns. I am aware that a few students currently have no internet access at home and I am making arrangements for these students. I have collected this information via the homework activity which determined each student's ability to log on. But if you have any concerns with this that you think we may be unaware of please complete the attached form and return and the school will be in touch shortly.

Many thanks for your support.

I wish you all a Merry Christmas and hope that you have a lovely holiday!

Yours sincerely,



Carol Symons
Associate Headteacher

MLE Access Concerns:

Child's name:

Tutor Group:

Please state your concern with the MLE access at this time:

Signed:

Please return the form to Mrs Pam Palmer (Headteacher's PA)