

6th December 2018

Dear Parents & Carers

Achievement Review Day – Monday 14th January 2019

Further to Mr Wells's letter dated 20th November 2018, I am writing to clarify the arrangements for Achievement Review Day (ARD).

On this day, the normal timetable will be suspended and students in years 7-10 are only expected to attend school, with you, for their ARD meeting. Attendance at ARD will count towards your child's attendance. Appointments will be available between 10am and 7pm, with your child's tutor who will discuss his/her achievements this year. Year 11 students will take part in a careers day and more information about this will be sent to year 11 parents next week.

Appointments can be made using the secure online system at <https://novahreod.parentseveningsystem.co.uk>. The system will open at **6pm on Sunday 9th December** for parents to make appointments. A guide to using the system is available on the '[parent letters](#)' page of our website. We hope that a number of parents will be able to take up the offer of an appointment during school hours. If you require a letter to show your employer to request a short period of absence during the day, please contact the school office. We have found in the past that most employers are more than happy to grant such a request if notice is given. Parents will be in school with their child for about one hour. Please note that non-attendance at ARD will count as an absence on your child's attendance record.

When booking your appointments, please bear in mind that [you will need to arrive approximately 20 minutes before your appointment time to collect your child's Student Progress Report and go through the paperwork with your child](#). If you have more than one child at Nova, please log into the system as soon as possible to ensure that your appointments are close together. If you have any difficulty with this, please contact the school office for support.

Yours sincerely



Scott Thomas
Assistant Principal

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