



Bishop Vesey's Grammar School

'Inspiration and Excellence'

Headteacher: Dominic Robson BA (Hons) NPQH

Lichfield Road, Sutton Coldfield, B74 2NH, 0121 250 5400, www.bvgs.co.uk

Dear Parents & Carers,

Academic Review Day and Careers Fair 2019

On Friday 8th February 2019 we will be holding our Academic Review Day for all students. All normal lessons will be suspended and your child(ren) will be invited in to school for a 10 minute appointment with their Tutor, Head of Year, or Learning Mentor. You are also welcome to attend this meeting and you will receive an appointment time from the relevant Tutor during the week commencing 14th January. We would appreciate it if you could complete and return the tear off slip at the bottom of this letter. Parents who choose to attend the meeting with their child can choose to travel with the student or meet them at school. If you are meeting your child(ren) at school please arrange a rendezvous at the main school entrance.

This year we will be hosting our annual Careers Fair on the same day. There will be a Careers Exhibition in the Sports Hall from 09:00am to 12:00pm, with over 50 of the country's best companies already confirmed, and all students are welcome. There will also be a programme of seminars taking place throughout the day, with the timings identified below. Students in Years 10 to 13 are expected to attend at least one careers seminar. Year 7 to Year 9 students have the option of attending but it is not compulsory. Each seminar will focus on an industry specific area, with four Old Veseyans and Parents forming a group panel, and telling our students all about their particular roles and companies. The six industry areas being covered are: Business, Law, Banking and Finance, Construction and Engineering, Medicine and Healthcare, and IT/Technology.

We are making every effort to coordinate the times for siblings such that you will only need to attend for one session. We would ask you to make sure that the students assist with this process by cross checking their appointment times with each other and raising a query as soon as possible if there is an issue. The Academic Review Day process begins several weeks before 8th February when we invite all students to spend time reflecting on their progress at BVGS and we ask them to set themselves some key targets for development over the next few months. Students are then given an interview time slot (for the 8th February) when they are able to spend time talking through their reflections and plans with a member of staff who knows them well. This is an opportunity for the school to give them support and guidance in setting themselves relevant and achievable academic development targets. It is also an opportunity for students to reflect on their wider contribution to school life such as involvement in clubs, societies and the local community.

The structure of the day will be as follows: the students are expected to remain at home for part of the day and only travel to school to arrive in time for their specific appointment or a careers seminar. After their appointment (and any careers seminars) they can then attend the Careers Exhibition and return home. Review Meetings will take place in a pre-arranged room, and seating will be made available in the corridor outside the room in case of early arrival. During the meeting, the student's attendance will be recorded, and the ensuing conversation will be mainly focused on talking with and listening to the student, and on

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guiding them on their choices of action planning and target setting. Once the meeting has taken place the students will then be free to peruse the Careers Exhibition and return home. We are asking all students to attend in full school uniform. Teachers will set work for the students to complete during their time at home. There will be limited canteen service in school that day.

The timings of the appointments will be spread over the normal working day. Just like parents' evenings, many of the appointments are back-to-back and any delay caused by late arrivals will have a knock on effect on all subsequent appointments. **Please could we ask you to emphasise to your child(ren) the importance of attending in good time.** The process will be tailored to the differing needs of each year group and you might find that you receive paperwork that asks for your signature and/or comments before the event. Again please help your child(ren) organise themselves effectively and **remind them to bring the necessary forms to their appointment.**

In exceptional circumstances, we may be able to offer your child a space to study in school during the day, however this will need to be agreed in advance with the parents/carers, and it will involve a full day at the school. For health & safety reasons we cannot offer a drop-in and drop-out style study space. If you wish to book your child into the all-day study facility please contact me on r.bowen@bishopveseys.bham.sch.uk.

We regret that we cannot offer any parking facilities on the school site, and we always recommend public transport where possible. If you do need to travel by car please find alternative parking spaces away from the school.

Feedback from the last few years of running the Academic Review Day Programme has been very positive. Both students and parents say that they value the opportunity to reflect on progress and set targets, and they value the opportunity to have a proper conversation about this with their tutor. At the end of each meeting we will ask you to fill in a short feedback form so that we can continue to monitor and improve this important process.

We are aware that the Year 11 Parents' Evening is scheduled reasonably close to the Review Day (24th January), but the intention is that the Review Day process is a very different process to that of Parents' Evenings. Review Day is all about communicating with the student: tutors develop closer relationships with tutees and guide them through a process of reflection (that starts in tutor time), and look holistically at their overall progress and wellbeing within the school. Parents' Evening is about communicating with you, the parents: sharing information about your child's progress and enlisting your support. We therefore hope that parents of Year 11 students are able to attend both events.

Yours sincerely,

Russell Bowen
Deputy Headteacher

BVGS Review Day & Careers Fair 2019: Reply Slip

Friday 8th February 2019

I give permission for my son/daughter to attend school for the duration of their 10 minute Academic Review Appointment, to visit the Careers Fair, and to remain at home at other times of the day.

I will / will not be attending their review day appointment. *(please delete as appropriate)*

Name of Parent(s):

Name of student(s):

Tutor Group of students(s):

Please select which Careers Seminar your child wishes to attend:

Law (9-10am in BS)	Business (9-10am in OBS)	Banking and Finance (10-11am in BS)	Medicine and Healthcare (10-11am in OBS)	Construction and Engineering (11am-12pm in BS)	IT/Tech (11am-12pm in OBS)
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Please return this slip to your child's tutor by Friday 18th January.