



## Cardinal Pole Catholic School

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Headteacher: Mr A Hall BA(Hons) MA NPQH

Service Opportunity Aspiration Reward

7<sup>th</sup> December 2022

Dear Parent/Carer,

### RE: PROGRESS CONCERN – SUPERVISED STUDY AND API.5 RESIT EXAMS

I am writing as we have significant concerns regarding your child's progress in their A-Level courses. <Name> completed their Assessment Point 1 (API) exams in November and achieved the following grades:

<Subject 1>: <Grade 1>

<Subject 2>: <Grade 2>

<Subject 3>: <Grade 3>

Target Grade: <Target>

<Name>'s final exams begin in 5 months' time, and it is essential that steps are taken immediately to ensure that your child can achieve their full potential in this crucial year of their education.

As a result, <Name> will be required to attend compulsory supervised study every Monday to Thursday until further notice. This is an opportunity to work silently under supervision after school. It will take place in the Sixth Form Block and will run from 3:15pm to 5:15pm. Failure to attend without advance notice and parental confirmation will be counted as truancy and appropriate sanctions will be put in place.

In addition, <Name> will be required to complete Assessment Point 1.5 re-sit exams for the following subject(s):

<1.5 subject 1>

<1.5 subject 2>

These will take place on Tuesday 3<sup>rd</sup> January 2023 from 9:00am. <Name> needs to use the next month, including the Christmas holidays, to prepare. We hope <he/she> will take the opportunity to learn from the API exams and the feedback provided by teachers since then to demonstrate their full potential and show significant progress towards their target grade.

Thank you for your support.

Yours sincerely,

Mr T Read

**Assistant Headteacher - Sixth Form**



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