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Wednesday 4<sup>th</sup> September 2024

Dear Parent/Guardian,

### Assertive Mentoring

We would like to offer all parents in KS1 and KS2 the opportunity to come into school and meet your child's new teacher. The main purpose of the meeting is for the teacher to get to know you and your child and set some goals to work towards over the next academic year. Reception parents will have this opportunity during your prearranged home visit.

For those parents that are new to our school, we thought we would explain how our annual Assertive Mentoring programme works.

Assertive Mentoring looks to develop children's skills, understanding and confidence in the key areas of numeracy, reading and writing. It also encourages them to develop a positive attitude towards their behaviour and school.

Our school uses assertive mentoring sessions to accelerate the progress that the children make by identifying areas of strength and development on a regular basis. The sessions allow the teaching staff to be very specific in what they are teaching to maximise the impact on the children.

The key elements are:

#### Accurate and regular assessment in maths, reading and writing

Our assessments focus on the key objectives of the National Curriculum and your child's work is marked and then analysed to identify which areas they do not yet understand; performance is tracked so that children can see how they improve over time. We would like an opportunity to work with you more closely so that you can also support your child's learning at home by being part of the process which sets and reviews your child's targets.

Teachers will also record a judgement on various aspects of your child's attitude and these will be shared with you during the mentoring meetings. These judgements include:

- Attendance
- Punctuality
- Behaviour in class
- Behaviour outside of class
- Effort
- Homework
- Uniform

#### A termly appointment with you, your child and your child's class teacher

At these meetings your child discusses with their mentor (teacher) their performance. Previous targets are reviewed to see if they were met, then the mentor and your child set targets in all areas for the next half term. These will include aspects of attitude as listed above.



### Accurate records for each child

The mentor updates your child's record, recording the evaluation of previous targets and the next set of targets. Your child keeps this record and they are shared with any teacher that your child works with. As you, your child and your child's teacher will know the targets, you can all work on them together at school and at home.

A copy of your child's targets will be given to you following each meeting in order that you are aware of them and can support them. This is particularly important in aspects of attendance, punctuality, reading and elements of maths such as times tables.

We hope that the termly meetings will continue to have a significant, positive impact on your child and on the school as a whole.

The Assertive Mentoring meetings will be used to discuss your child's targets and progress rather than the traditional Parent Evenings.

The process will start with completing a 'Pupil Passport' at a meeting with your child's class teacher during the week beginning Monday 11<sup>th</sup> September. To help accommodate parents meeting teachers across both sites we will have the following dates for each site.

#### Mill Lane (Years 3-6)

Monday 9<sup>th</sup> September – 3.30 – 6.00pm

Tuesday 10<sup>th</sup> September – 3.30 – 6.00pm

We have enclosed a copy of the 'Pupil Passport' and it would be helpful if you could have a discussion at home before the meeting about what needs to be recorded on it and targets for the coming year.

Please complete the slip below and return to school so we can allocate a slot for you. We do hope you will be able to attend this meeting **with your child**; we would like to involve you as much as possible in your child's education and learning by discussing your child's progress and achievements throughout the year.

If you are unable to attend this meeting, then please complete the slip requesting an alternative date and time. Obviously, we will do our best to enable you to have the time of your choice, however, due to demand; we may have to offer you the nearest alternative.

The meeting will be held in your child's classroom and the duration of each meeting will be ten minutes. If you feel you need longer to discuss matters with your child's class teacher then please let them know at the end of your meeting so an additional appointment can be made for another time.

We look forward to seeing you,

Mrs T. Kirton & Miss K. Anatola  
Heads of School

## Assertive mentoring meetings – September 2024

### Years 3-6

Child's Name: .....

Parent/s' Name/s: .....

I/we would like to attend the Assertive mentoring meeting and are available during the following times:  
(Please tick as many options as possible)

#### Monday 9<sup>th</sup> September

- 3.30-4.00pm
- 4.00-4.30pm
- 4.30-5.00pm
- 5.00-5.30pm
- 5.30-6.00pm

#### Tuesday 10<sup>th</sup> September

- 3.30-4.00pm
- 4.00-4.30pm
- 4.30-5.00pm
- 5.00-5.30pm
- 5.30-6.00pm

I cannot make these times – please can I have an alternative slot?

Please outline below possible alternative dates/times and your child's teacher will endeavour to offer you an alternative if possible.

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