



13<sup>th</sup> January 2022

Dear Parents and Carers,

**Update to Calendar of Reporting to Parents/Carers  
September 2021 to July 2022**

I wrote to you all in September 2021 outlining our plans for the year and this is a quick update for you.

We have been really pleased with our Virtual Parents Evenings and will be continuing with them for the rest of the school year (see the Yearly Plan.)

Please remember that you do **NOT** have to wait to Parents Evening to talk to staff. We are happy to set up teacher meetings at other points in the school year. If you want to do this, please just email the Pastoral Lead for your child's key stage;

Ms Bradbury	<a href="mailto:j.bradbury@queenscroft.staffs.sch.uk">j.bradbury@queenscroft.staffs.sch.uk</a>	–	Lead for Post 16
Mr Hough	<a href="mailto:R.Hough@queenscroft.staffs.sch.uk">R.Hough@queenscroft.staffs.sch.uk</a>	–	Lead for Key stage 4
Mrs Barr	<a href="mailto:v.barr@queenscroft.staffs.sch.uk">v.barr@queenscroft.staffs.sch.uk</a>	–	Lead for Key Stage 3
Mrs Dawes	<a href="mailto:S.Dawes@queenscroft.staffs.sch.uk">S.Dawes@queenscroft.staffs.sch.uk</a>	–	Lead for Complex Needs

We have had to make an adjustment to our plans to produce termly reports and have reduced this to two reports a year. Your child's mid-year report will be with you around February half-term. For students in KS4 and Post 16, this will include details of their planned qualifications (eg. GCSE, BTec etc.)

We are keeping to our planned calendar for our EHCP Annual Reviews (see yearly plan) but if anyone has any queries about EHCPs, then please contact Mrs Lloyd-Jones as she is our school SENCO as well as being Deputy Headteacher.

Mrs Lloyd-Jones [j.lloyd-jones@queenscroft.staffs.sch.uk](mailto:j.lloyd-jones@queenscroft.staffs.sch.uk)

If you have any questions, please do contact us.

Debbie Bailey  
Headteacher

## Yearly Plan September 2021 – July 2022

	Year 7	Year 8	Year 9	Year 10	Year 11	Post 16	Complex Needs
Autumn 1 (Sept - Oct 2021)	Year 7 Parents Evening				Year 11 Parents Evening <b>Careers Event</b>	<b>Careers Event</b>	
Autumn 2 (Nov - Dec 2021)					<b>Yr 11 Annual Reviews</b>	Post 16 Parents Evening	<b>CN Leavers Annual Reviews</b>
Spring 1 (Jan - Feb 2022)			Year 9 Parents Evening			<b>Post 16 Annual Reviews</b>	CN Parents Evening
Spring 2 (March - April 2022)	<b>Year 7 Annual Reviews</b>		<b>Year 9 Annual Reviews</b>	Year 10 Parents Evening			<b>CN Annual Reviews</b>
Summer 1 (May - June 2022)		Yr 8 Parent Evening		<b>Year 10 Annual Reviews</b>	<b>Year 11 Preparing for Post 16 Evening</b>		
Summer 2 (June - July 2022)		<b>Year 8 Annual Reviews</b>	<b>Year 9 Preparing for KS4 Evening</b>			<b>Post 16 Preparing to Leave Evening</b>	