Information for Parents

Useful terms explained

We are always looking to improve the working of the school for students, families and the community so please do not hesitate to contact us with any questions or for further information. Please call 01403 263628 or email office@ths.uk.net.

Alternatively, you can contact individual staff via e-mail or phone. Contact details can be found on the school website: www.tanbridge-house-sch.co.uk

If you have any questions about the information in this booklet please contact Pete Marshallsay, Assistant Headteacher, at pmarshallsay@ths.uk.net.

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Key Stage 3 (KS3)	Year 7 – Year 8 (11-13 years of age).
Key Stage 4 (KS4)	Year 9 – Year 11 (13-16 years of age).
CATs (Coginitive Ability Test)	CATs are made up of a series of short tests which assess a student's reasoning (thinking) abilities in key areas. The purpose of these tests is to enhance our understanding of all students' academic potential benefiting future target-setting.
GCSE	General Certificate of Secondary Education. Exams are taken by students usually at the end of Year 11 (KS4). Graded 9-1.
Higher Tier GCSE	Students taking these exams will be able to gain 9-4 grades
Foundation Tier GCSE	Students taking these exams will be able to gain 5-1 grades
BTEC	More typically coursework based courses (although from 2012 they will involve external assessment), usually taken in KS4. Courses are graded Pass/Merit/Distinction/Distinction*, which are equivalent to GCSE standard.
Terminal Exam	An exam taken at the end of the course, also known as Linear Examinations.
Synoptic Assessment	An assessment which tests the students ability to apply all aspects of the course to a specific question/task.
Non-Examined Assessment (NEA)	Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers.
Grade	Awarded for GCSE and equivalent subjects. 9 is the highest and 1 is the lowest.
Target Grades	The student's expected performance, based on prior attainment data. This should be realistic, but challenging. Key Stage 3 Target Grades are whole grades and KS4 Target Grades are graduated (see below). Students should achieve this, and may even perform better than this, by the end of Year 11. Target Grades are reviewed at the end of Year 8, prior to students choosing their Options. Please discuss with a subject teacher if you feel it is unrealistic or unchallenging.
Graduated Grade	At Key Stage 4, all grades are sub-divided into ".2 or .5 or .8", as the quality of work across a grade can be different. 3.2 shows that this child is just achieving a grade 3, whereas a 3.8 is comfortably a grade 3 and very close to meeting the requirements of the next grade.
Forecast Grades	What a teacher expects your child to achieve by the end of Year 11. This is based on current performance and the professional judgement of the teacher.

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Performance Reviews (PR)	These are a concise overview of your child's progress and will show how they are working in relation to their target grade for each subject. A PR comes out 2-3 times per year and also includes information on positive behaviours including Conduct, Independent Study and Effort & Resilience. Key Stage 3 PRs show if your child is working above, below or in line with their target grade whereas Key Stage 4 PRs detail graduated grades and Key Assessment grades where applicable.
Achievement points (Rewards)	These are awarded for all aspects of school from academic prowess through to contributions to the school and/or the community. They are recorded electronically by any member of staff. Rewards are given for individual and cumulative achievement points. Further details can be found in your child's planner.
Behaviour points	These are recorded when a child breaks the school's code of conduct and are based on our behaviour/R4L policy and Rights Respecting Schools work. Further details can be found in your child's planner.
Authorised Absence	An absence which is approved by the school. Please see the website for details of how to report an absence, or request an absence. A copy of our Absence Request Form for requesting absences in 'exceptional' circumstances only can also be found online.
Unauthorised Absence	An absence where no suitable reason is given for not attending school.
Options	The subjects that students choose to study in Key Stage 4.
Options Evening	An evening (usually during the Spring Term) where clear guidance is given to every Year 8 child and his/her parents prior to making Option choices for study from Year 9.
Parents Evening	An evening where the child and their parents meet with staff to discuss the child's progress.
Information Evenings	An extra evening where further information is available for parents e.g. Y11 Study Skills evening – where more in-depth details are given about the content of examination subjects, particularly useful for first time parents of Year 11 students.
Parent Forum	A termly meeting where parents and the school work together to examine, discuss and share ideas to improve the school. Please see the school website for further details and past agendas and minutes.
NEETs	"Not in Education, Employment or Training". A child who leaves school without securing a place at a further education establishment or a career/ apprenticeship.