

GUIDANCE SHEET ON WRITING ACTION POINTS

NAME: _____

WHAT HAPPENS ON CONSULTATION DAY?

Consultation Day is a very important event in the school year that happens in early February. On that day you come into school, in uniform, with your parents, at an agreed time for your Consultation Day interview. Together with your parents you will meet with your tutor to discuss:-

- 1) Your progress in the first half of the year and reflect upon the action points agreed at the last Consultation Day. This discussion will be based on your Progress Report.
- 2) Your Successes. You will have the chance to share with your parents and tutor the things you are proud to have achieved this year, in or out of lessons.
- 3) Your Action Points to help you to do even better. You will bring to the meeting **three suggested Action Points** which will have been worked on in ECM. These will be discussed and agreed with your parents and tutor. In the summer you will look back at them with your tutor to see how you've improved. Your tutor will comment on this in your progress report at the end of the year.

WHAT MAKES A GOOD ACTION POINT?

To write a good action point you need to think about things that happen in several lessons, not just in one or two.

Look at your progress report to see if any of your teachers are making similar suggestions. For example, several teachers may comment on your revision for tests, or your organisation.

Is there something you do really well in one subject that could help you in another? You may keep trying and never give up in PE; can you use that skill in maths? You may work well in groups in humanities; can you use that skill to improve science practical work?

You should also look back through your Learning Journal. You have considered things such as your effort in class and your organisation throughout the year so far. Have you met last year's Consultation Day Action Points?

When writing your Action Points make sure you include how you will know you have succeeded eg. 'my next progress report will show that I am meeting or exceeding target' or 'my attendance will be above 90%'

Finally, you should make your subject Action Points challenging but **achievable** - if they are too difficult you will lose your motivation and confidence if you don't succeed. They need to be longer term and will last until they are replaced at Consultation Day, 2014 - 2015.

EXAMPLE ACTION POINTS

Here is an extract from an imaginary student's progress report.

Subject	Target	Progress	Comment	Signature
English	5.7	M	You have made good progress this year. You could exceed your target if you arrived on time to every lesson	Mr A Smith
Maths	5.0	B	To improve you need to make sure you understand the lesson objectives and don't get distracted by talking to other students.	Mrs B Jones
Science	5.1	E	You have done really well in all your tests. To improve, try to work more effectively in group work in practical lessons.	Mr C Davies

This student has highlighted some key areas. What might they think of this report?

Mr Smith says I am late for English; I'm not really ready when he explains the lesson; then I need to ask for help when we get to work.

Mrs Jones says I don't understand the lesson objectives; that's when he says what to do, so that's like my English; also I get distracted by talking.

Mr Davies says I need to be able to work better in a group; to be honest I usually chat with my group in practicals and copy the results off someone else.

I could get better in English and Maths if I was on time and listened more at the start of the lesson.

I could get better in Maths and Science if I didn't chat so much to my friends.

My Action Points could be:

- to listen at the start of all lessons and prove I have listened by writing the WALT in my planner.
- to chat to my friends less especially when working in groups so I get better marks.

Here are some other Action Points that might help you to write your own.

- To improve my spelling with no more than one mistake per page.
- To try to work more neatly so at least three teachers make a good comment.
- To attempt at least one extension task and record it in my planner.
- To put my hand up and ask for help at least once a week and make a note in my planner that I have done it.
- To read through and check my work so that there are fewer corrections.
- To try flashcards as a new revision technique so that I get better marks in tests.
- To try to keep focus right to the end of lessons I will fill in my planner with 5 minutes to go.
- To stay in my seat all lesson so I don't distract other people so two teachers make a positive comment in my planner.

These are just ideas. Your tutor will help you to think of the best Action Points for you.