

January 2022

Dear Parent/Carer

Year 7 RAP Meeting

In order to support your son or daughter's progress and achievement this year, we have arranged a **Raising Achievement Plan (RAP)** meeting for you and your child to attend during the week beginning 10th January.

Ordinarily, we would invite you onsite for this event but given the current situation, sadly, we are unable to do this. Nevertheless, we have purchased new software which we hope will enable you to conduct your virtual appointment with ease!

Your tutor will book the appointment for you and confirmation of this will be emailed to you.

To join your RAP meeting at your scheduled time, please follow these instructions:

- 1) Browse to <https://trafalgarportsmouth.schoolcloud.co.uk/>
- 2) Log in: Fill out the details on the page then click the *Log In* button.
- 3) You should see your appointment time in *Year 10 RAP meeting*.
- 4) A green **join video appointment** button will appear which you can press to call in for your meeting.

During this meeting, your child's progress and grades will be reviewed and targets for improvement will be set. A **Raising Achievement Plan (RAP)** will be completed and shared with all of their teachers, to help improve learning and ensure that they reach their full potential. The majority of meetings take around 30 minutes and will take no more than 45 minutes.

You will receive a reminder via email an hour before your appointment.

If there is any other information that you require regarding the **RAP Tutor Progress Meeting** or you cannot make the time allocated, please do not hesitate to contact your child's tutor or Head of House who will rebook the appointment.

Yours sincerely

Miss Ghose
Assistant Headteacher