

Dear Parent/Carer,

Over the past year, we have been working to improve communication and availability of important information about student progress within Varndean College. The system we have developed is called STS (Student Tracking System).

STS has functioned internally at Varndean College for staff to check student attendance, add predicted grades, notes, email relevant tutors and teaching groups. Key functions of STS are available for students to access. STS is very popular amongst students as it allows them to check on their daily timetable, their courses and tutors, attendance, latest college news, college email account, as well as feedback about grades in some specific subjects. Students can also access their progress reports once these have been completed. STS is available for students to access both in college and externally via the main Varndean College website.

Early in the Autumn Term 2010, we wrote to all parents/carers of new students, extending STS to allow parent/carer access to many of the same functions that students currently have. Our aim is to simplify your access to information relating to student progress for your son or daughter through a user-friendly, practical on-line format. After 19th November, progress reports for intermediate, year 1 advanced and year 1 IB students will be available to view online via STS. If you would prefer to receive a paper copy, please contact the college (see details below).

As you will appreciate, a secure system is our utmost concern. The individual log in details and PIN codes that we sent by post in October 2010 were for you to be able to access STS, and for the college to ensure that STS can only be accessed by the appropriate individuals. If you don't have a log in and PIN, you can request one by clicking on the 'need some help?' tab on the STS log in screen.

Our intention is that STS will enable you to be able to have a clearer understanding of the progress being made by your son or daughter, and for our students to use STS to engage effectively with their own progress throughout their time at Varndean College.

We hope you will be encouraged to use STS once you have logged in, and see it as a positive step towards improving both information and communication.

Yours faithfully,



Steven Last
Student Progress Leader

NB. If you would prefer to continue to receive progress reports by post, rather than access them via STS, please let the college know immediately by contacting main reception by email (office@varndean.ac.uk)/phone (01273 508011).