

# Reporting Policy

## Context

This policy needs is to be used in conjunction with the Academic Charter and the following:

- Assessment Policy
- Attainment Policy
- Marking Policy
- Assessment for Learning Policy

## Purpose

The education process is a partnership between pupil, school and parent. It is essential that all parties are kept informed about the progress of the pupil throughout their time in school. The school report forms part of this communication.

## Operation

Reporting to parents falls into three categories:

- Assessment letters.
- Full school reports.
- Parents' evenings.

### 1. Interim half term report cards

Pupils' effort and attainment are assessed half termly. Effort is assessed against generic criteria (see below) and attainment is assessed on a general scale, based on subject-specific attainment criteria.

The assessments are completed on the school information system, 3sys. Time is set aside in a tutorial for discussion with tutees. The tutor sends a letter to parents indicating the assessment grades for each subject. Each term the pupils, in discussion with their tutor, complete a self-assessment and set personal targets. These will be influenced by any intervention strategies implemented by departments.

Tutors should not be surprised by the award of very low effort grades as subject staff should have given prior warning via the pastoral communication sheets.

Where pupils obtain disappointing effort grades in one or more subjects, the tutor should consult with the subject teachers and outline a framework of improvement to the pupil. This could include placing the pupil on a daily work card in one, more or even all subjects and daily meetings with the tutor. In most cases the parents should be kept informed of the situation. Pupils who perform particularly badly in most subjects or who are persistently under-performing should be raised by the tutor with the Head of School and Deputy Head.

### 2. Full Reports

Reports are written on academic progress and extra-curricular activity for every pupil. Parents will receive a report every term and an invitation to attend a parents' evening each year. The Deputy Head will inform on the timetable for these.

Each subject report will include a short sentence detailing the work covered. The report will also include diagnostic, constructive comments, personal to the pupil, and include any targets for

improvement. The report will include effort and attainment grades. The tutor will also write a comment to summarise academic progress and personal development.

### **3. Parents' evenings**

These will be held once per year according to the published programme. Year 8, 9 and 11 evenings will incorporate information relating to GCSE and A level options. Parents and pupils will be able to discuss progress with each teacher. Discussions should be positive, constructive and informative. Teachers should make reference to the individual pupil's target grades and work towards achieving these. They should be prepared to discuss different strategies to ensure the pupil reaches their potential. Where a parent is unable to attend the evening, other arrangements can be made, including discussion with tutor and written comments sent to parents.

### **Effort Grades**

All other information on Attainment grades content, please refer to staff reporting information.

Reviewed January 2018