

REPORTING POLICY

Aims:

The reporting policy aims to ensure that parents receive useful reports at appropriate times, that they are able to support their son or daughter in their learning, and that students are encouraged to accept responsibility for their own progress as responsible learners. It also aims to ensure that statutory requirements are met.

Methods of Reporting and Consulting with Parents

- Grade cards are produced at least three times in each academic year and provide information on targets, current attainment, coursework, attitude and application, and likely predicted grade based on current performance
- Early Warning grade cards provide information on how well a student is settling into a new course
- Subject Specialist Evenings provide parents of students in Years 10 – 13 an opportunity to discuss student progress with subject teachers. Appointments are booked in advance and last five minutes for each subject
- Full reports are sent out once per year prior to Target Review Days. They provide information on current grades, a summary of a student's achievements, strengths and areas for development, and a summary of the required Actions for Progress. Parents are invited to respond to the report with their views. Students are required to produce a self-evaluation and identify their own targets for improvement.
- Target Review Days parents with the opportunity to discuss achievements and the actions required to improve progress and performance with form tutors. These meetings last twenty minutes and occur on the same day for all year groups.
- Target Review Evenings are for students who have failed to act on previously agreed Actions for Progress at the Target Review Day and as a consequence and still failing to achieve their potential. These occur between 16:30 and 19:00 by invitation only. Drop in sessions are run by Pastoral Managers between 15:45 and 17:00 once per term. Parents are able to attend without appointment to discuss any areas of concern.

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30/6/2011