



Hope View School

Policy for Reporting to Parents

Reporting to parents/carers is an integral part of the national curriculum statutory procedure. This policy outlines the purpose, nature and management of reporting in Hope View School.

Nature of Reporting

Parents/carers will receive two types of report during the year:

- An assessment form once a term which summarises a pupil's progress and attainment in all subjects and school activities during that term. (Appendix I)
- An annual written report, detailing a child's academic achievements, other skills, abilities and progress in all subjects and activities relating to the school curriculum. The report will also comment on the attitude of individual pupils towards learning and the associated skills. (Appendix II)

Both types of report will list grades for effort, achievement and progress. They will also identify any causes for concern. A code system is used for this purpose details of which can be found in Appendix (III)

Implementation

All parents/carers will receive a report of their child's progress. The Assessment Report will be sent home at the end of the Autumn and Spring Terms. The annual written report will be sent home at the end of the Summer Term.

Parents/carers will be invited to come into school to discuss the reports should they wish to do so. Parents/carers have the opportunity to make a mutually convenient appointment to discuss issues raised by the report with the subject teacher, Headteacher or Pastoral Care Manager.

Parent /Carer and Teacher Consultation Events.

The purpose of discussion between the teacher and the pupil's parents/carers is for both sides to gain a more complete picture of the pupil at school and at home. Discussions take place in which progress is reviewed, achievements recognised, weaknesses identified and future learning targets agreed.

The purpose of these meetings is:

- to allow parents to view school work .
to provide an opportunity for parents and teachers to have a confidential discussion.
- to give teachers an opportunity to inform parents of projected end of year targets.
- to discuss assessments which have been made about pupils during the academic year.
- to agree targets for the coming academic year
to discuss strengths and areas for development to celebrate successes

Parents also have the opportunity to discuss their child's progress at any mutually convenient time by appointment with the school.

Parents/Carers and Teachers Consultation Events are in addition to any Annual Review Meetings or Personal Education Plan (P.E.P.) meetings which are held in conjunction with other agencies i.e. Local Education Authority and/or Social Services.

Transfer Documentation

In the event of transfer to another school or educational establishment the following documentation will be sent:

- Preliminary information sheet
- Duplicate of the most recent report to parents
- School records
- Details of any public examination results where appropriate
- Most recent teacher assessment since the pupil was last assessed in accordance with the statutory arrangements of his/her achievements in relation to all subjects which apply to the pupil.

Statutory requirements on reporting to parents.

For all pupils the annual written reports must contain:

- brief particulars of a pupil's progress in subjects and activities studied as part of the school's curriculum.
- details of a pupil's general progress.
- details of the arrangements under which the report may be discussed with teachers at the school.

In the case of all the pupils of compulsory school age:

- separate "brief particulars" for all National Curriculum subjects studied. Where the pupil has been assessed under statutory assessment arrangements, these particulars must amplify and explain the National Curriculum assessment results.
- a summary of the pupil's attendance record during the year.

In the case of all pupils assessed under statutory arrangements at the end of a key stage.

- where requested by parents, the pupil's level of attainment on the National Curriculum scale, if this has not already been statutorily provided.
- a statement that the levels have been arrived at by statutory assessments
- a statement where a child has been exempted from any attainment target under Sections 17, 18 or 19 of the Education Reform Act 1988.

Person responsible for this policy: Mrs C Lorne – Headteacher

Policy Review Date: September 2018