

Policy Document

Reporting to parents

Aims

All students shall be given the opportunity to show what they know, understand and can do. In order to help students develop their understanding, knowledge and skills we see assessment, marking and reporting as vital tools.

Through assessing, marking and reporting on students' work, we aim to:

- Enable students to understand what they have to do to attain specific levels and grades
- Provide time in lessons for student reflection to support their progress
- Facilitate the setting of clear targets for improvement
- Enable staff and students to plan more effectively
- Involve students and their parents/carers in the students' progress
- Provide information to evaluate the quality of teaching and learning
- Give students helpful feedback and feed forward on their achievements and areas for development, in order that they can learn more effectively
- Ensure that our practices in this area adhere to the school's Equality Policy, Curriculum Policy, Teaching & Learning Policy, Literacy Policy and Numeracy Policy

All schools must prepare annual reports for every student's parents. There is an opportunity for parents to discuss the report with their child's teacher, if they so wish to do so.

The reports must start from the day after the last report was given. It must be available to parents annually before the end of the summer term.

The report must cover the student's:

- achievements
- general progress
- attendance record

The school gives parents information about how well their child is progressing, how well their child is doing in relation to the standards expected, and what their child needs to do to improve. (Ofsted September 2015).

Religious education

Religious education is a statutory subject for all children registered at a maintained school, except for students:

- in nursery classes
- who have been withdrawn by their parents under section 71 of the School Standards and Framework Act 1998.

It is a general requirement that schools report students' progress in religious education to parents.

Children who change schools

If a student changes school before the end of the academic year, the head teacher should still write an annual report for the student. This should be issued to the student's parents. The parents should have the opportunity to discuss the report with their child's teacher.

Students who are registered at more than 1 school

If a student is registered at more than 1 school each head teacher should write an annual report for parents. Both schools should also make arrangements for parents to discuss the report with their child's teacher (if the parent wishes). Students may be registered at more than 1 school. This helps to ensure continuity of learning for students whose families travel for occupational purposes or who may not have a fixed address.

Regulation 9 of the Education (Pupil Registration) (England) Regulations 2006 allows the dual registration of 'families that travel for occupational purposes'. Regulation 9(3) and (4) defines which school would be the base school (school of ordinary attendance). Regulation 9(1) applies to a pupil who:

- has no fixed abode for the reason that his/her parent is engaged in a trade or business of such a nature as to require him/her to travel from place to place
- is at the time registered as a pupil at 2 or more schools

'Parent' – a definition

The term 'parent' is used here as defined in section 576 of the Education Act 1996 as:

- parents of a student
- any person who is not a parent of a student but who has parental responsibility for the student
- any person who has care of a student

Formal assessments take place regularly and parents are provided with an interim report containing achievement data three times each year for years 7 to 10 and 4 times per year for year 11. A full report detailing progress, current achievement and future targets for improvement is issued annually for each student. There is a parent consultation event following the publication of school reports to enable staff to meet with parents to discuss student progress. Additionally, in Year 7 there is a 'Meet the Tutor' event held annually in November to ensure that all students who are new to the school have made a successful transfer into Boldon.

All annual formal school reports contain the outline of the course the student is following.

Students are scored on their attendance, punctuality, attitude to learning, etc. according to the grading system:

Outstanding

Good

Requires improvement

Unsatisfactory

Current and predicted performance is recorded for each subject.

Three targets are then recorded for each subject, two of which must be subject specific. The third target can be either subject specific or generic.

There is an opportunity for subject teacher to record any additional information if necessary.

An attendance record is included in this annual report.

Personal Tutors provide a summary of the overall report and Director of Learning and Head Teacher also provide an individual comment for each student.

Parents have the right to contact the school at any time during the year to discuss the progress of their child. In the first instance this contact is through the appropriate Director of Learning.