

Reporting

In common parlance, 'reporting' tends to refer to the written reports sent to parents by the school. We understand the term to refer to all the formal points of communication with regard to a child's progress, which include a range of parent meetings as well as written reports, and our annual cycle is designed to provide a balance of 'face to face' and written reports. Staff work on the basis that these written reports should contain no unpleasant surprises as any concerns should already have been communicated with parents. Our aim is that any report should remain 'active', should produce a dialogue between home and school and should, as appropriate, generate a plan of how best to support each child in the future. We have therefore adopted the cycle outlined below.

Michaelmas Term Reporting

During the Michaelmas term, all parents are invited to meet their child's tutor in order to receive initial feedback about their pastoral wellbeing. Later in the term, parents of children in Forms 3 – 6 will receive a report card indicating initial progress in each subject ahead of academic progress meetings with each of their child's teachers. Once term has concluded, a written tutor report and comment from the Headmaster or Deputy Head Teacher is sent home.

Parents of children in KG – Form 2 will be invited to see the child's class teacher towards the end of term to discuss their progress and general welfare and to plan for the term ahead. Prior to this meeting, parents are invited to send us their own 'review' of their child's progress and welfare, subject specialists will also provide comments for class teachers to convey to parents.

Lent Term Reporting

Parents of all children in KG-Form 6 will be invited to a 'Parent-Teacher' meeting to discuss their child's progress. For KG-F1 children, parents will meet with the child's class teacher. In other year groups the children have a greater range of subject teachers and parents will therefore be given the opportunity to talk to all of their child's teachers, as well as their tutor.

Summer End of Year Report

While we keep parents fully informed of any concerns, as and when they arise, the final formal piece of communication will arrive after the year is over in an End of Year written report for children in KG – Form 5. The End of Year Report forms the basis of the transfer of pupils between staff for the forthcoming year, offers parents an opportunity to respond in writing with any concerns and so begins the next year's cycle. In Form 6, children receive a 'Leaver's report' with comments from their teachers, tutor and Headmaster addressed to them directly.

Individual Needs Reporting

Parents of a child who receives Individual Needs (IN) support are given the opportunity to meet with their IN teacher at the end of each term.