

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.

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

At the end of the Michaelmas term, children in Forms 3 – 6 will receive a written report. The report is written by all the child's subject teachers, including a tutor report and comment from the Headmaster or Deputy Head Teacher. As with all written reports, the rule is that it should contain no unpleasant shocks or surprises because we should already have discussed any worries with you.

Instead of a written report, parents of children in KG – Form 2 will be invited to see the child's class teacher to discuss their progress and general welfare and to plan for the next term during a Parent-Teacher evening. Prior to this meeting, parents are invited to send us their own 'review' of their child's progress and welfare.

6th Form Parents' Evening - End of Michaelmas Term

The 6th Form children take their Mock exams at the end of the Michaelmas Term and a meeting is held at the very end of term at which teachers meet with parents and children to discuss the results and make any necessary plans for the future.

Lent Term Reporting

Parents of children in all year groups will be invited to a 'Parent-Teacher' meeting to discuss the child's progress. For KG-F1 children, parents will meet with the child's class teacher. In Forms 2 – 6 the children have a greater range of subject teachers and parents will therefore be given the opportunity to talk to all the child's teachers as well as their tutor.

Summer End of Year Report

While we keep parents fully informed of any concerns, should 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.