

Feltonfleet School

Reports Policy

The report that a parent receives is one of the most important communication that they have with the school. It should give them as complete a picture as possible of what their child has achieved during the course of that term. It should indicate the progress made by the child as *an individual*, not just as a class or team member, in all areas of the curriculum, both academic and otherwise. The parent should recognise their child's achievement and progress in the reports and take pleasure in the knowledge that he or she is known and treated as an individual at Feltonfleet. As staff we acknowledge this and ensure that the reviews and reports that we produce reflect the keen interest and importance that the parents will give to them.

It is essential therefore to ensure the quality and accuracy of reports; in order to do this, staff adhere to deadlines so that proper checking and editing can take place.

Specific Guidance

In the interests of uniformity, the following guidance is to be adhered to in all reports.

- Full sets of reports for pupils will be given only at the end of the Summer Term. In the Winter and Spring Terms these pupils will receive feedback via a Review Sheet (after approximately 11 weeks of teaching). There will also be a parent's consultation evening in the Spring term for Calvi and the first half of the Winter and Summer Terms for Years 3 and 4. Year 5 and 6 parent's consultation evening takes place in the Winter term whilst Year 7 and 8 takes place in the Spring Term.
- If a child's first name is used, it should be the one as used by the parents, not a nickname. There are acceptable abbreviations which may be used if they are how the child is commonly referred to by teachers, friends and parents.
- Use full sentences.
- Effort Grade Criteria –

A = Pupils who continuously exceed the expected standard of effort

B = Pupils who regularly attain the expected standard of effort.

C = Pupils who occasionally fall below the expected level of effort. This should initiate a discussion between the parent and the pupil and may lead afterwards to a discussion with the teacher.

The Form Tutor's responsibilities for reports are:

- to check that reports are completed by the deadline.
- to ensure that any errors are corrected.
- To contact parents if there are 4 or more C grades for effort before the report has been sent out.

In the Prep School, to save duplication of effort by tutors and Heads of Year, there needs to be some division of duties in report writing. Each pupil will have a tutor report: the form tutor will comment on social development in class, any extra-curricular achievements and any behaviour issues that require attention. Boarders will have a separate report on progress in the boarding house.

The Year Heads in Years 5 and 6 will address any general academic issues, exam performance and so on. They are also responsible for the second proofreading of subject reports after the form tutors. Year Heads in Years 7 and 8 should take an overall look at academic work in the term.

General Suggestions

It would be wrong to be too prescriptive about the contents of individual reports. Each department will have its own guidelines about reports in its own subject and it is important that individual teachers bring something of themselves to their report writing. The following should be seen as general guidance as to what might contribute to a useful report:

- Ensure that the report is personal to that child. The parent should feel that you know their child as an individual.
- Ensure that the comment reflects the effort grade and the level of performance given.
- Be careful about making predictions as to future grades or, in some cases, success in exams.
- The tone, content and style of the report will say as much, or more, about the writer as it does about the pupil.
- Attempt to begin with positive comments, highlight problems which need to be addressed and which are being addressed (be specific), and try to end on a positive note

Appendix: Report timetable

Years	Winter	Spring	Summer
Calvi	Pupil Reviews	Pupil Reviews	Full
3 and 4	Pupil Reviews	Pupil Reviews	Full
5 and 6	Pupil Reviews	Pupil Reviews	Full
7 and 8	Pupil Reviews	Pupil Reviews	Full

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