

Reporting Policy Document

Black Firs School

Introduction

At Black Firs we believe that the process of reporting back to children and parents is an essential part of our school role. It forms an essential part of the home school partnership and also provides invaluable information to parents and children regarding progress towards Key Stage Assessments and school targets. Our process in School is to assess, record, plan & report.

Aims

- To ensure that children are kept informed on their own progress
- To ensure that parents are kept informed on the progress of their children
- To ensure the teaching team is kept inform on the progress of the children in the team
- To monitor progression and continuity
- To monitor and record statutory curriculum entitlement

Format of Reporting

- A written report is produced for parents annually. This is normally compiled during the second half of the summer term and a copy sent out approximately two weeks before the end of that term.
- Formal Parent/Teacher Interviews are held during the Autumn and Spring Terms. The focus of the Autumn Term meeting is mainly pastoral. The Spring Term meeting is more academic / curriculum focused.
- Parents are offered the opportunity to meet with their child's teacher during the Summer term if they would like to discuss any aspect of the written report.
- Informal Parent/Teacher interviews can be arranged at any mutually convenient time should the need arise.
- Reporting to children will be in the form of either a verbal or written comment on assessments made. These are carried out individually or in peer groups by Learning Mentors in the child's teaching team.

Purpose of Reporting

The core purpose of reporting is to ensure that accurate information relating to the progress of children is regularly and consistently fed back to parents and children. The report will contain information relating to the child's statutory entitlement to the National Curriculum and any assessments made in respect of this entitlement.

Much of our assessment is now being carried out electronically using Classroom Monitor software.

Ratified by the Governing Body.

Signed Chair of Governors

Date

Review Date