



Manor Drive Secondary Academy

REPORTING TO PARENTS AND CARERS POLICY

PRESENTED TO GOVERNORS AUTUMN TERM 2022

Date approved: ¹	8 December 2022
Date reviewed: ²	
Date of next review: ³	Spring 2025

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus three years

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1.0 INTRODUCTION

1.1 The aim of this policy is to outline the formal process of reporting attainment and progress to parents/carers and students by means of reporting opportunities which include: Parents' Evening and Information Reports.

2.0 AIMS

2.1 To provide specific information for Parents/Carers, students and teachers.

2.2 To enhance home/school partnership.

2.3 To communicate progress made against the relevant target data.

2.4 To motivate students by recognising achievement and improvement.

2.5 To alert students and parents/carers to areas of concern so that these can be quickly addressed.

2.6 To indicate behaviour and effort in classwork and homework.

2.7 To provide a starting point for discussion at Parents' Evenings.

3.0 PARENTS' EVENINGS (ALL YEAR GROUPS)

3.1 These provide an opportunity for dialogue between Teachers, parents/carers and students. Information to be shared should include:

- Comments about general attitude and progress in the subject
- Progress/Attainment
- Advice about how to make future progress

4.0 INFORMATION REPORTS (ALL YEAR GROUPS)

4.1 These are centrally created and are issued at appropriate times throughout the year and generally include information on:

- Attendance
- Achievement and Behaviour points
- Subject Targets
- Attainment for each subject
- Attitude to Learning for each subject
- Homework for each subject
- End of year exam result for Key Stage 3 students

4.2 A clear explanation of the information contained in the Information Report is made available to parents/carers at the time of reporting.

An information report will not be provided to students that have joined the Academy within the previous 6 weeks of the reporting window opening.

5.0 TIMING OF REPORTS

It is the responsibility of the Curriculum Lead to produce an Assessment and Reporting Calendar. This document is created at the end of the previous year after having been shared for consultation with the Leadership Team.

5.1 Key Stage 3 and Key Stage 4

Students in each Year Group will receive an Information Report at appropriate points across the academic year. This information will be displayed on a single side of A4 paper to allow simple comparison from one Information Report to the next. There will be a Parents' Evening during the academic year for dialogue between teachers, Parents/Carers and students.

6.0 THE CREATION AND DISTRIBUTION OF THE REPORTS

6.1 The Curriculum Lead will have overall responsibility for Reporting to parents/carers.

6.2 The marksheets (within Bromcom) for all Information Reports will be created by the Admin Team in advance of the reporting session.

6.3 Instructions for using marksheets and the report templates are emailed to staff before the report sessions open.

6.4 The Admin Team is responsible for the collation and sending home of all reports in accordance with the published timetable. The published dates may at times need to be changed and parents/carers will be informed of any changes if needed.

6.5 The Admin Team is responsible for ensuring that after the reports have been sent to parents/carers and Form Tutors are provided with a copy of the information for their Form Group.

7.0 MONITORING AND EVALUATION

7.1 Monitoring and evaluation of the Assessment Policy and instruments of assessment will be ongoing. This will be through the process of self-evaluation by Teachers and the Leadership Team.

7.2 The Office Manager is responsible for ensuring that all reports are proof-read before finalisation.

8.0 ROLE OF FORM TUTORS

8.1 Form Tutors receive a copy of the Information reports for all the students in their Form Group.

8.2 After each report is published it is used by the Form Tutors to discuss academic progress with specific students within their Form Group.

9.0 ROLE OF PARENTS/CARERS

9.1 Parents/carers receive Information Reports on their children as scheduled on the Academy website.

9.2 Parents/carers should use the reports as a means to monitor progress or to discuss concerns relating to their children's performance.

10.0 ROLE OF STUDENTS

10.1 Students receive reports as indicated in the reporting calendar on the Academy website.

10.2 They should use this report, with their Form Tutors and parents/carers, to self-assess, discuss progress and set achievable targets. Form Tutors are able to support students with this process where required.

11.0 OTHER REPORTING TO PARENTS/CARERS

11.1 Via letters/telephone calls from Faculties and Year Leaders dealing with academic or personal issues relating to individual students.

- 11.2 Informal reporting may take the form of a note in a Student Planner, highlighting positive progress or raising concerns.
- 11.3 Bromcom allows for emails home from teaching staff regarding both positive and negative aspects of a students' work/day.

12.0 VULNERABLE GROUPS

- 12.1 There are annual reviews for those students with a statement of Special Educational Need (SEN) or Education Health and Care Plan (EHCP).
- 12.2 There are regular (6-8 weeks) meetings with parents/carers, external agencies and Senior Pastoral / SEN staff for those following Early Help Assessment (EHA).
- 12.3 Senior Pastoral staff meet annually with Social Workers, parents/carers and students to review Personal Education Plans of those students in Looked After Care.

13.0 MONITORING AND REVIEW OF THE POLICY

- 13.1 The Local Governing Committee (or responsible committee) will review this policy in line with the procedure for policy review.
- 13.2 Date for Review
If no other reason for review (see policy review procedure) this policy will be reviewed in 3 years.