

Reporting to Parents Policy

Documentation Information

Reviewed by:	Ivanhoe School Local Governing Body		
Last Reviewed:	02.02.2023	Next Review:	Feb 2025
Review Cycle:	2 Yearly	Ratified by Governors	

This policy forms part of the school aim to maximise parental engagement and outlines the formal process and rationale behind reporting achievement and progress to parents. We are continuously improving and updating our approach in response to feedback from parents, students and staff and therefore this should be read as a working document.

Rationale

Ivanhoe aims to develop a system of recording and reporting that informs others, including parents/carers, of a child's progress and attainment. It aims to enable staff to identify under-performance and potential underachievement at an early stage and implement appropriate strategies to ensure every student reaches their potential. It aims to inform and encourage a dialogue about progress and learning to take place between the school, the student and parents/carers. It also helps us to recognise and celebrate achievement and success.

Aim

The aim of this policy is to ensure a consistent approach to:

1. Reporting on a student's progress and achievement
2. The regularity of reporting progress and achievement across the curriculum
3. Identifying and responding to underachievement
4. Recognising and celebrating success.

AIM 1: REPORTING ON A STUDENT'S PROGRESS AND ACHIEVEMENT

Reporting Process

As part of our responsibility to provide written reports each year to parents and our desire to keep parents informed about the progress of their child, we will provide the following:

- Year 7, 8 and 9 parents/carers will receive two progress reports. These will include details of their estimated GCSE target range and their progress towards achieving that estimate using an 'on track' indicator based on teacher assessment and performance in mid and end of year assessments.
- Year 10 and 11 parents will receive two progress reports. These will include details of their target GCSE grade, Predicted GCSE grade, and Working At Grade.
- In addition, Year 7 and 10 parents/carers will receive a settling in report, which will provide information about how a student has settled during the first half term of Year 7 or Year 10 at Ivanhoe.
- All reports include information about a student's performance against school identified Scholarship indicators, which we believe improve chances of success academically. As well as a judgement about their attitude to learning in the classroom and engagement with homework.

Progress Consultation Meeting Process

- Year 7 parents/carers are invited during the first half term to meet with their child's form tutor to discuss transition from primary school and their initial progress.

- All parents/carers in all year groups are invited to a consultation evening once a year where they can meet their child's subject teachers and discuss progress. Some of these will be face to face, and others virtual through an online system.
- Teaching staff can be contacted at any time to discuss a student's progress. Email addresses for all members of teaching staff are available on our website .
- At all opportunities we will seek parental/carer feedback regarding the process of reporting.

Communication Process

As part of Ivanhoe's commitment to improving communication we use Arbor as an additional communication tool.

As well as receiving emails and in app messages directly from subjects and teachers on Arbor, parents can see:

- Attendance, including live session and lesson attendance
- Rewards and achievements
- Behaviour information

All reports are published on Arbor and are available for Parents on their electronic devices, as well as being sent via email.

Parents can request a paper copy by contacting the school directly. Parents of students eligible for the Pupil Premium are sent a paper copy routinely.

AIM 2. REGULARITY OF REPORTING

Reporting Summary

Parents have 3 points of contact per year – 2 data reports and a progress consultation meeting with subject teachers. There may be additional progress consultation meeting during the year in response to students' needs.

Responsibilities – Whole School

The School will report to parents/carers each year during Key Stage 3:

- Brief particulars of achievements in all subjects and other activities forming part of the school curriculum, attitude to learning and homework
- Comments on general progress from tutors
- An attendance record providing the number of possible absences and, of those, the percentage of unauthorised absence

In addition to the above the following information will be reported to parents/carers during Year 9:

- Year 9 Exam Results
- End of Key Stage 3 Teacher Assessments for all national curriculum subjects

In Year 10 and 11, the following information will be reported to parents/carers at appropriate times:

- Target grades for all subjects
- Working At Grades
- Predicted Grades
- Trial Exam Results

The School will share, at an appropriate level, details of the terminology and methodology used to generate targets and reports to enable them to understand and support their child's progress.

AIM 3 AND 4: IDENTIFYING UNDERPERFORMANCE AND RECOGNISING SUCCESS

Subject Leaders

- Subject leaders are responsible for quality assuring reports within their department and agreeing targets before they are issued to parents/carers.
- Subject leaders have continuous access to the online data system and are responsible for tracking progress of students and identifying underachievement in their subject area.
- Subject leaders will coordinate contact with parents/carers where concerns arise or where success is to be celebrated.

Teaching Staff

- Each year reporting schedules are published for staff in the Staff Calendar, outlining report deadlines. (See appendix A for an example of this). Staff are expected to meet these deadlines.
- Staff are responsible for inputting data for reports by the Data Checkpoint Deadlines.
- Staff are expected to keep records of individual and group targets and progress up to date via secure internal and online access to their electronic reporting marksheets.
- Teaching staff will make contact with students and/or for praise or support as identified by themselves or Subject Leaders.

Form Tutors

- The form tutor will report on their tutees annually updating parents on their engagement with and commitment to school life.

Monitoring

The reporting calendar and process will be reviewed annually by staff, students and parents.

Support

- For technical support with Arbor please contact arborhelp@ivanhoe.co.uk
- To discuss your child's progress, contact their Form Teacher or if for a specific subject area, contact subject teacher or subject leader
- To request a paper copy of a report or other information please contact j.bates@ivanhoe.co.uk

APPENDIX A: REPORTING SCHEDULE

Year Group	September	October	November	December	January	February	March	April	May	June	July
Year 7	Target Setting	Settling in Report (signs of scholarship, target range)			Mid Year Assessments	Mid Year Report; signs of scholarship, TEACHER INPUT on track, a2l, hw, assessment	Subject Progress Meetings (1 f2f)			End of Year Assessments	END Year Report; signs of scholarship, TEACHER INPUT on track, a2l, hw, assessment
		Settling in Evening (Tutors)									
Year 8			Subject Progress Meetings (1 f2f)		Mid Year Assessments	Mid Year Report; signs of scholarship, TEACHER INPUT on track, a2l, hw, assessment				End of Year Assessments	END Year Report; signs of scholarship, TEACHER INPUT on track, a2l, hw, assessment
		Subject Progress Meetings (2 eves, f2f and online)									
Year 9				Mid Year Assessments	Mid Year Report; signs of scholarship, TEACHER INPUT on track, a2l, hw, assessment				End of Year Assessments		END Year Report; signs of scholarship, TEACHER INPUT on track, a2l, hw, assessment
		Subject Progress Meetings (2 eves, f2f and online)									
Year 10		Settling in report signs of scholarship/targets	Subject Progress Meetings (1 f2f)	Mid Year Exams	Mid Year Report; signs of scholarship, TEACHER INPUT WAG, Predicted, a2l, hw, assessment	Academic Mentor Progress Meetings (involving sit and academic mentor)			Trial Exams	Trial Exam reviews	END Year Report; signs of scholarship, TEACHER INPUT on track, a2l, hw, assessment
		Settling in Evening (Tutors) invitation only cause for									
Year 11		Academic Mentor Progress Meetings (involving sit and other ac mentors)	End Nov: Trial Exams		Trial Exam review						
			End Nov: Trial Exams Data Drop: Subject Report		Subject Progress Meetings (1 f2f)	Half Term: Exam Masterclasses		Easter: Exam Masterclasses		GCSE Exams Start	