

Reporting Policy



St John's College

REPORTING POLICY

This policy applies to the Senior School. **Version: August 2017**

This policy is reviewed annually by the Governing Body - The Board of Trustees, and was last reviewed in: **August 2017**

Rationale

The school's Mission Statement sets out clearly the aim to develop the God-given talents and potential of students. In so doing, it is important to communicate with parents about their child's progress and to identify areas for development. Progress can also be monitored through assessment, enabling strategies to be implemented to support improvement where necessary.

Aims of Reporting

- To report on a student's progress at regular intervals during the school year, at times most appropriate to his/her curriculum programme.
- To produce reports for parents which are informative, and give a clear indication of current attainment, strengths and areas for development in each curriculum subject.
- To report on a student's involvement in extra-curricular activities and his/her contribution to school life.
- To provide opportunities for parents to have discussion with subject teachers about their child's progress.
- To use reports for monitoring student progress throughout the year.
- To provide interim Target Grade Reviews for parents on their child's attainment in subjects.
- To involve students in a process of self-evaluation whereby they can identify areas for improvement and set their own targets.

Objectives

1. Parents receive two, full written school reports during a school year (one in the Advent Term and one in the Trinity Term), which report on progress in each subject in the curriculum and on their child's extra-curricular involvement. Parents also receive an interim Target Grade review report in the Lent term (see Appendix 1 – Pupil Tracking and Monitoring Cycle).
2. **Parents' Evenings** are arranged at strategic times during the academic year, in accordance with the academic programme followed by students. Each Parents' Evening begins with a presentation by the Deputy/Assistant Heads and HoY on relevant topics for the Year group.
3. Reports follow an agreed format and are completed on iSAMs, the school's information management system. Subject reports are proof read by the form tutor and the HoY proof reads the tutor section.

Appendix 1 - Pupil Monitoring and Tracking Cycle

