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ST JOHN'S COLLEGE
Cardiff

Reporting Policy

St John's College, Cardiff

REPORTING POLICY

This policy applies to all sections of the School:

Sixth Form, Senior School, Junior School,
Nursery & Infants School.

Version: September 2025

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 ASPIRE Grade Reviews for parents on their child's attainment in subjects (Senior School only).
- 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 one full written school report during a school year (in the Trinity Term), which reports on progress in each subject in the curriculum and on their child's extra-curricular involvement. In the Nursery and Infant School, an interim report is written in the Lent Term outlining both successes and next step targets. It focuses on the core areas of learning (Mathematics, Literacy and Science/Knowledge and Understanding of the World) as well as personal and social skills. In the Junior School, an interim report is sent out before parents' evenings in the Lent term. This contains effort and attainment grades and a target for improvement in all subjects. In the Senior School, parents also receive three interim ASPIRE Grade review reports throughout the year as well as a progress report in the Advent 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;

Section: Nursery & Infants (up to R7)	
What?	When?
Meet the Teacher – an introduction to priorities for the year, visit the classroom, chat with teacher and an opportunity to ask any question.	Advent Term
Parents' Evenings (face-to-face) – an opportunity to discuss pupil progress.	One in the Lent Term One in the Trinity Term
Section: Juniors (R8 – R11)	
What?	When?
Pastoral Catch Up with Tutors – an opportunity to meet with form tutors and get a sense of how pupils have settled into the new academic year.	Advent Term
Parents' Evening (face-to-face) – an opportunity to discuss pupil progress.	One in the Lent Term
Section: Seniors (R12 – R13)	
What?	When?
Pastoral Catch Up with Tutors – an opportunity to meet with form tutors and get a sense of how pupils have settled into the new academic year.	Advent Term
Parents' Evening (face-to-face) – an opportunity to discuss pupil progress.	One in the Lent Term
Section: Seniors (R14-R16)	
What?	When?
Progress Evening with Tutors – an opportunity to meet with form tutors and discuss academic and pastoral updates.	Advent Term

Parents' Evening (face-to-face) – an opportunity to discuss pupil progress.	One in the Lent Term
Section: Seniors (Sixth Form)	
What?	When?
Progress Evening with Tutors – an opportunity to meet with form tutors and discuss academic and pastoral updates.	Advent Term
Parents' Evenings (face-to-face) – an opportunity to discuss pupil progress.	One in the Advent term One in the Lent Term

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 Head of Year proof reads the tutor section. A member of the SLT proof reads the entire report.

Appendix 1 - Pupil Monitoring and Tracking Cycle

