



# REPORTING TO PARENTS AND CARERS POLICY

Presented to  
**Governors Sub-Committee (Curriculum and Standards)**  
**1 March 2022**

Date approved: <sup>1</sup>	16 October 2018 Curriculum and Standards
Date reviewed: <sup>2</sup>	1 March 2022
Date of next review: <sup>3</sup>	Spring 2025

<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

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



# ARTHUR MELLOWS VILLAGE COLLEGE



## 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, Information Reports and a Subject Report (Year 12 only).

## 2.0 AIMS

- 2.1 To provide specific information for Parents/Carers, students and teachers.
- 2.2 To enhance Home/College 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 There will be a Parents' Evening during the academic year for dialogue between teachers, Parents/Carers and students for each Year Group.
- 3.2 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
- 3.3 Parents' Evenings will be held remotely.

## 4.0 INFORMATION REPORTS (ALL YEAR GROUPS)

- 4.1 These are centrally created by the Data Services Team and are issued at appropriate times throughout the year and generally include information on:
- Attendance
  - Achievement, Behaviour and Conduct 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 College within the previous six weeks of the reporting window opening.
- 4.3 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. Supporting guidance to help understand the content of the report is also provided.

## **5.0 TIMING OF REPORTS**

It is the responsibility of the member of the Senior Leadership Team responsible for Reporting to Parents/Carers 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 Senior Leadership Team.

## **6.0 THE CREATION AND DISTRIBUTION OF THE REPORTS**

6.1 A Member of the Senior Leadership Team will have overall responsibility for Reporting to Parents/Carers.

6.2 The marksheets (within the College's Management Information System (MIS)) for all Information Reports will be created by the Data Services 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 Data Services 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 Data Services Team is responsible for ensuring that after the reports have been delivered to Parents/Carers they are made available to staff through the College's Management Information System (MIS).

## **7.0 MONITORING AND EVALUATION**

7.1 Monitoring and evaluation of assessment policy and instruments of assessment will be ongoing at both the College and departmental levels. This will be through the process of self-evaluation by departments, Heads of Year and the Senior Leadership Team.

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

## **8.0 ROLE OF PARENTS/CARERS**

8.1 Parents/Carers receive Information Reports on their children as scheduled on the College website.

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

## **9.0 ROLE OF STUDENTS**

9.1 Students receive reports as indicated in the reporting calendar on the College website.

9.2 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.

## **10.0 OTHER REPORTING TO PARENTS/CARERS**

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

10.2 Informal reporting may take the form of a note in a jotter or Student Planner, highlighting positive progress or raising concerns.

10.3 The MIS allows for emails home from Teaching Staff regarding both positive and negative aspects of a student's work/day.

## **11.0 VULNERABLE GROUPS**

- 11.1 There are annual reviews for those students with a statement of Special Educational Need (SEN) or Education Health and Care Plan (EHCP).
- 11.2 There are regular (6-8 weeks) meetings with Parents/Carers, external agencies and Senior Pastoral / SEN staff for those following Early Help Assessment (EHA).
- 11.3 Senior Pastoral staff meet annually with Social Workers, carers and students to review Personal Education Plans of those students in Looked After Care.
- 11.4 There are termly reviews for those students on SEN support where provisions are evaluated and outcomes reviewed by individual departments, where appropriate.

## **12.0 MONITORING AND REVIEW OF THE POLICY**

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