



# **POLICY ON REPORTING FOR SHAKESPEARE PRIMARY SCHOOLS**

To be reviewed: 3 YEARLY

Adopted by Governors: 1994

Previously amended and reviewed by LW 2017

Governor Responsibility Assigned To: Curriculum Committee

Approved by Governors: 24/04/23

Most recent amendment and review: ST – 31/03/23

At Shakespeare School we aim to make available, in writing, at the end of each school year, a report to each parent, of their child's educational, social and personal achievements throughout the year.

The report should include

- a. Particulars of achievements in all subjects studied as part of the National Curriculum.
- b. Details of the child's general progress and attendance record.
- c. At the end of a Key Stage, information on the child's attainment in the National Curriculum in compliance with statutory requirements
- d. Details of arrangements for parents to discuss the report with the teacher.
- e. Details of number of absences (authorised and unauthorised) since last report or since the child started school.
- f. Children will have the opportunity to reflect on the report and set targets to pursue in the subsequent year of study

Parent consultation evenings will be held in October and March to provide opportunities for discussion of the children's progress. All parents are encouraged to attend and at the end of the evening teachers should place a list of non-attendees on the Learning Mentors desk. Letters will be sent home by the teachers offering parents a further opportunity to meet them. Telephone calls and home visits may be necessary to realise the aim of 100% involvement.

Sandra Foulkes – 1994 – agreed by staff

SF – revised 1997

Carolyn Thackway –1999 –agreed by staff

Laura Willan – 2008

Reviewed by L Willan 2017 - Approved by Governors June 2017

Revised WM 03/06/2020 – Approved by Governors

Revised by ST 31/03/2023 – Approved by Governors 24/04/2023