



ENSTONE PRIMARY SCHOOL

REPORTING POLICY

Introduction

Reporting is an important part of our school's policy structure and is closely linked to the policy on Assessment and Target Setting.

The purpose of reporting

The primary purpose of reporting is to inform the parent/carer of their child's personal development and academic progress within the framework of the statutory curricula and beyond.

The principles of reporting

Written reports will be phrased in language which is intelligible and appropriate to its intended audiences. Reports will:

- reflect children's records.
- identify children's strengths and weaknesses.
- be based on evidence from tests and assessments.
- place achievement in context.
- provide a basis for discussion between teacher, parent and child.
- help teachers, pupils and parents to identify areas for future learning and development.

Statutory requirements

Parents will receive an annual written report detailing their child's attainment and progress in all curriculum areas and will be offered the opportunity to discuss the report with their child's teacher before the end of Term 6 of each academic year.

Reporting Attainment and Progress

- Parents of children in Years 1 to 6 will receive information about their children's attainment and progress against end of year cohort expectations, in line with the National Curriculum for 2014. This will be reported as either **emerging** (working towards), **expected** or **exceeding** (greater depth) in relation to end of year expectations.
- The outcomes of the Early Years Foundation Stage Profile will be shared with parents of children in Reception.
- Individual pupil outcomes of the Statutory Phonics Check will be reported to parents of children in Year 1.
- Individual pupil outcomes of Government Tests in Reading, Writing, GPS and Mathematics will be shared with parents of pupils in Year 6.
- Comparisons will be made between whole school results and local and national statistics.

Implementation

- All reports will be typed and printed out on good quality paper. Standard proformas will be used throughout the school. These will differ for Reception children, in line with the EYFS curriculum and expected outcomes.

- All reports will be given to the Headteacher at least two weeks before their issue to parents. This is to enable the Headteacher to check the tone and content, and to comment on each report.
- Reports will be sent to parents in July, with an opportunity offered to attend a parent consultation if desired.
- Parents living apart will each be issued with a copy of their child's report if a current address is available.
- For children with SEND, Pupil Profiles will be discussed with the parent/carer at review meetings and at Parent Consultation evenings. (Please refer to the school's policy for Special Educational Needs and Disabilities).
- Parents will be invited to attend termly open or consultation evenings to discuss their child's progress and targets.

Monitoring and evaluation

It is the responsibility of the Headteacher to ensure that this policy is adhered to throughout the school. Parents will be invited to share their views of reporting practices through responses to the Annual Report and through the bi-annual parent questionnaire.

Date Adopted: March 2024

Review Date: March 2027

Signature of Chair of Governors:



Signature of Headteacher:

