

Monday 4<sup>th</sup> June 2018

Dear Parents and Carers,

We are writing to inform you about changes we are making to how we report progress to parents and carers. We have made the decision to make these changes due to feedback we have received through parent surveys and from parent views via OfSTED so we have undertaken research and consulted with the wider school community through the Parent Forum. As a result, we will be introducing a new written report format from July 2018. Below are the details of how we will report to parents and carers from July 2018:

#### Vision

We recognise the importance of regularly reporting on progress, attitude and attainment to enable parents and carers to support their children at home to achieve their very best. We also believe that reporting should be clear and efficient with a focus on the progress being made and the areas that are to be targeted next. In reporting to parents, we will provide feedback on the child's academic learning and also on how they are developing as a learner using 'Gem Powers'.

#### Expectations for verbal reports

Parent/Carer evenings are scheduled twice a year in Autumn and Spring. During these meetings, staff will share the attainment and progress for academic, personal, social and emotional areas. However, teachers will meet with parents additionally to this if it is requested or required either by the parent or member of staff.

#### Expectations for written reports

Written reports will be completed by the class teacher and provided to parents and carers **three times a year**. This will be at the end of the Autumn, Spring and Summer terms.

By reporting three times a year it will be possible to more accurately report on progress, maintain good communication around areas for development for individuals and celebrate achievements.

Children for years 1 to 6 will also complete a written report three times a year to accompany the teacher's reports. This will allow them to share their views on their learning and set themselves targets to help develop their learning and themselves as learners.

#### Content for written reports

Reports for EYFS will provide a general comment, your child as a learner, attendance, SEND provision, your child's learning (all areas of the EYFS curriculum) and your child's targets.

Reports for children in years 1 to 6 will provide a general comment, your child as a learner, attendance, SEND provision and your child's learning (English, Maths and all other areas of the curriculum). Your child's targets will be included in the written report produced by the child.

The written reports will be sent home with children on Monday 9<sup>th</sup> July. If your child has parents who live in more than one household, we are happy to provide additional copies of their report. To facilitate this service, please click [here](#) to complete the online form indicating who the additional copy needs to be given to and the preferred method of delivery e.g. post or email.

If you have any further questions please email or speak with a member of the Principal Team before school or at the end of the school day.

Many thanks,

The Principal Team