



### **WRITTEN PROGRESS REPORTS**

Subject teachers write full reports at the end of the Michaelmas and Summer terms on every pupil that they teach in Forms 1 to 5 (Years 3 to 7). 6<sup>th</sup> Form pupils receive full reports after their Mock Common Entrance Examinations in the Lent term and at the end of the Summer term. Reports provide a detailed analysis of a pupil's approach to learning, and his/her progress.

The curriculum overview is sent at the start of each term. For Prep School pupils an attainment grade is given in the Michaelmas Term. Summer exam results are given to parents after the exams for pupils in Forms 3 to 6. For those pupils in the 6<sup>th</sup> Form who require Common Entrance for entry into their next schools, these results are passed on to parents when the school receives them from the pupil's next school.

Early Years Foundation Stage teachers and key workers provide a written summary report for each child, taking into account their abilities and progress in the 7 Areas of Learning. At the end of the academic year, the Reception ('Purple') Class teacher will inform parents of their child's development, assessed against the early learning goals. He/she will indicate whether children are meeting expected levels of development, or if they are exceeding expected levels, or not yet reaching expected levels ('emerging').

### **HALF TERMLY EFFORT MARKS FOR PREP SCHOOL PUPILS**

Each half term we issue orders: effort marks to reflect each pupil's level of commitment and due diligence, and grades for attainment for the children in Form 3 – Form 6.. These are recorded on SIMS. If any pupil is a cause for concern the pupil's parents may be contacted in advance by the Form Tutor. The subject teacher will speak to the pupil and make them aware of what needs to be done to improve should a poor effort grade be given, and targets will be set in order to facilitate progress. In addition, the Form Tutor will also speak to the pupil to ensure that the pupil is aware that he/she is being monitored.

### **PARENTS'/GUARDIANS MEETINGS**

A letter is sent by Form Teachers to parents/guardians at the start of the academic year. Within the first two weeks of the academic year all parents are invited to meet with their child's Form Teacher.

Parents/guardians may contact their son or daughter's Form Teacher at any time when they have concerns about his or her academic progress, or any other matters. There will be a number of opportunities for additional informal meetings throughout the year including social events organised by the 1416 Society. This is informal and an important opportunity to put faces to names.

We will always contact parents to invite them into the school if we have a concern about their son or daughter's work which needs to be discussed.

Parents/guardians are invited to attend the more formal parents' meetings which are held, not less than once a year throughout a child's time at The Chorister School. These occasions provide the opportunity for parents/guardians to meet all of their child's teachers, to have a detailed conversation about progress and to review their child's strengths and weaknesses both objectively and positively.

We have a second annual meeting for parents/guardians of pupils in the 4<sup>th</sup> form. This is held early in the academic year to start the dialogue in identifying options for senior school transfer at 13.

The Headmaster and Senior Schools' Liaison Co-ordinator are always available to discuss the choice of senior schools. The school holds a Senior Schools Forum approximately every 18 months to assist parents in being aware of the many options available for senior schools, both locally and further afield.

## **INFORMATION**

For children whose parents/guardians live at different addresses, the school will, as a matter of course, provide and send information, such as reports, effort grades and newsletters to both locations. We rely on both parents/guardians to keep us informed of their details and any change in circumstances. Consideration of the welfare and wellbeing of our pupils is of paramount importance.

## **REFERENCES**

We undertake to provide honest and unbiased references on all pupils, on request for other schools. Most often these are requested by the new school as confidential references.

## **REFERENCES ON FORMER PUPILS**

Our former pupils remain an important part of The Chorister School community. We are always happy to provide references on former pupils.

## **PROVIDING INFORMATION ON PUPILS**

We follow the provisions of the General Data Protection Regulations Act and will comply with legal requests from Local Authorities, Police or Court requiring the disclosure of

information on a pupil, former pupil or past or present members of staff, on the understanding that the authority is a data controller and is subject to the same legal constraints as the school regarding the manner in which it handles data.

**REVIEW** - This policy will be reviewed in May 2019.