

SCHOOL REPORTS

Introduction:

Parents are provided with three formal communications from the school during the year regarding the progress of their child. There are two Interim Reports, prepared and issued at the end of the Autumn and Spring Terms, and an End of Year Report issued to parents at the end of the Summer Term.

What the Reports Must Cover:

The reports, whether Interim or End of Year, must provide parents with a comprehensive account of their child's progress and performance in all subjects. They need to know what their child studied, how well he/she performed and what is being done to remedy any non-optimum situation.

Issues to be covered in Reports:

- **Course Progress** (Exceeding the standard, Meeting the standard, Working towards the standard).
- **Behaviour** (Excellent, Good, Acceptable, Needs Improvement, Poor).
- **Effort** (Excellent, Good, Acceptable, Needs Improvement, Poor).
- **Punctuality** (Excellent, Good, Acceptable, Needs Improvement, Poor).
- **Average Homework Grade** (A*- U). Reference: [Assessment Policy](#).
- **End of Term Assessment/Test Results** (Gold, Silver, Bronze for Year groups from 2 to 6, A*-U for Year groups from 7 to 13). Reference: [Assessment Policy](#).
- **Date Student Started in Class** (has the student been with the class since the beginning of the school year, or did they join at a later date?).
- **Curriculum Covered** (state what topics were covered in the period that the report refers to.)
- **Mock Examination Results and Predicted Grades** (for IGCSE and AS/A-Level students only).
- **Homework.** (State what performance level the student has been achieving on their homework. Also, state whether or not they have been getting their homework

assignments in on time. Make clear what has been done to remedy any non-optimum situation.)

- **Concerns/Plus Points** (Validate things that the student is doing well. Any concerns that you have, state what is being done to address the matter. Don't give the problem over to the parent.)
- **Parent Help** (This should be guidance to parents on what they can do to help remedy points of concern – such as making sure that Jonny gets to bed on time, eats breakfast each morning and that he has an assigned time and space to do his homework. That sort of thing.)

Sample Reports:

Here are sample reports for a subject to give you some idea of what is needed for each subject for a student.

Sample Report for Years 3, 4, 5, 6, 7, 8 and 9.

**END OF AUTUMN TERM REPORT
2022-2023**

NAME: Mildred	
CLASS: Year 6	

Subject	Course Progress	Behaviour	Effort	Punctuality	Average Homework Grade	End of Term Assessment Result
Maths	Meeting the Standard	Excellent	Good	Acceptable	B	Gold

CLASS TEACHER REPORT

Ms Teacher comments on progress and achievements:

Maths

Mildred has been in Year 6 since the beginning of the academic year. During the Autumn term, in this subject, we covered Chapter 1 (Fruit) and Chapter 2 (Trees). Mildred achieved a Gold Level on the Assessment for Fruit and a Silver Level on the Assessment

for Trees. Any errors that Mildred made on these assessments were corrected so that she understood each point missed. We are now on Chapter 3.

Her homework marks are averaging a B grade, though some A's have been achieved.

Handwriting has been an issue, but she has been given guidance on how to hold her pen to improve this. Having completed Chapters 1 and 2, Mildred is running on target for the year so far. Well done.

She is a very willing student. It would help her if you checked that she logs in and joins her online lessons on time.

Sample report for Years 10, 11, 12 and 13.

END OF AUTUMN TERM REPORT 2022-2023

NAME: Mildred

CLASS: Year 11

Subject	Course Progress	Behaviour	Effort	Punctuality	Average Homework Grade	End of Term Assessment Result
Maths	Meeting the Standard	Excellent	Good	Acceptable	B	C

CLASS TEACHER REPORT

Ms Teacher comments on progress and achievements:

Maths

Mildred has been in Year 11 since the beginning of the academic year. During the Autumn term, in this subject, we covered Fruit and Trees. Mildred achieved an overall C Grade in her Mock Examinations so far, but is predicted to achieve an A Grade in the actual examination in May. She has been corrected after each mock examination so that she understands each point missed.

Her homework marks are averaging a B grade, though some A's have been achieved.

Homework presentation has been an issue, but she has been given further guidance on

what is required to help her to improve this. Having completed Fruit and Tress, Mildred is running on target for the year so far. Well done.

She is a very willing student. It would help her if you checked that she is following her revision schedule as already sent out to you.

Vladimir Krasniakov

Headmaster

Date Reviewed	Approved By
08 December 2022	Headmaster