



Hopelands Preparatory School

REPORTING POLICY

Apart from Fox Cubs and IN, reports are sent to parents every term. Parents of Key Stage 2 children receive a 'Monitoring Grade' at half term in the autumn and spring terms. Parents of all children receive a full report at the end of the summer term. Parents' Evenings are held for parents of all children in the autumn and spring terms.

By half term, the Head will publish the dates by which reports have to be handed to her. Comments must be word processed directly into the child's report on the staff portal. As professional people, we need to provide pupil reports that are professionally presented. Staff should therefore observe the following:

1. Our reports need to reflect our caring, thoughtful attitude to the child, and we must show that the child is special and our comments are therefore unique to the individual.
2. Reports should be accurate. If there is a problem/difficulty it must be mentioned; parents deserve to have an honest account of their child's performance. Failure to comment accurately will cause problems in later years and will leave parents with a false impression of their child's potential.
3. Be careful in your comments - if the report is too 'glowing' in December, you leave yourself with very little to say in July. Point out that it is a good start (if this applies) but that there are still two terms left, and room for further improvement, etc. If appropriate, be pleased with progress and attitude to work, etc., but don't go over the top - they don't become world beaters at this age – they all have a long way to go, so don't lead parents to believe that all the work has been done when they leave your tender care. Remember, educating children is a team effort.
4. If a negative report needs to be given, it should be concluded with some form of encouraging comment.
5. The spelling of forenames and surnames must coincide with the official class lists. If you think that the list is wrong please check with the school office before completing the reports.
6. All Fox Cubs reports must be completed on different report forms
7. Monitoring grades are only given for children in Years 3 to 6. These are:

5 = excellent	4 = good	3 = average
2 = below average	1 = very poor (only to be given in extreme circumstances)	
8. Grades are to be given as an accurate reflection of the child's performance and not for reasons of encouragement. If too high grades are given in the first two years of the senior forms, it then appears that children have regressed when they are graded against external examination standards in the examination forms.
9. Reports must be initialled - qualifications are not to be listed.
10. Optional SATS grades and standardised scores are to be included on the reports. These scores are

This policy was adopted at a meeting of

Hopelands Preparatory School

Held on

17th February 2011

Date to be reviewed

17th February 2012

Signed on behalf of the senior management team



Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors