

## REPORT WRITING : 2002- 2003

Please read and act on guidance given

- See Policy Statement - "Assessment/Recording/Reporting"
- See Staff Handbook for: Grading (Pgs 70, 71); Reporting Arrangements 2002-3 (pg 72); Appointments Registers (Pgs 73-76).

### YEARS 7-10 - FULL REPORTS

**Name:** Subject reports show only initial and surname (except where forename is essential to differentiate between pupils.) Top sheets should show full forename and surname.(Completed by Tutors)

**Tutor\_Group** Must be year and number eg 10/7 or 10.7

**Date:** Year and month in **which the report goes home.**

**Faculty:** Name in full, eg Languages **NOT** langs.

**Subject:** May be left blank in single subject faculties unless it is a particular section eg English Literature in English Faculty.

**Standard:** See Staff Handbook, P70, for details; no use of + or - and no A/B, C/B etc.

**Attitude:** See Staff Handbook, P71 ('teacher speak') and Student Planner ('pupil speak'). No use of lowest grade unless Parents/Tutor/Head of Year previously notified (eg Detention Letter).

**Comment:** This should be specific as to progress in various aspects of the subject and the subject overall. They should include indications of weakness in pupils' understanding and skills in curriculum subjects and provide guidance for improvement. Essentially, comments should summarise issues raised with pupils throughout the course; positive and negative.

### YEARS 7-10 - PROGRESS REPORTS

One report in each year is a progress report. This is a record just of subject standard and attitude grades only (as per instructions for full reports).

Each member of staff is expected to enter pupil grades via computer terminals in faculty areas etc. Instructions regarding this will be published so that grades are entered by the final dates specified in the Staff Handbook, Page 72.

### YEAR 11 - FULL REPORT

**Course:** reports must indicate levels of entry/options for recommended external examination entry as well as the course being followed.

**Course Level:**if not GCSE please state alternative.

**Comments:** must be specific as to progress or otherwise in the subject and relate to the external examination entry indicated, where appropriate. Comments should attempt to summarise performance over the course, giving some indication of the level of competence achieved, highlighting any particular strengths or areas needing improvement.

**Evidence of achievement in the following skills will be appreciated particularly:**

- communication skills
- problem solving skills
- personal skills
- numeracy
- information technology
- modern language competence

The quality of information/comment is important since pupils may take this report with them to interviews.

**External Exam Entry:** Indicate entry by use of projected grade(s) as requested in Staff Handbook, P70. Please write 'Non-Entry' where applicable.

**6th Form Recommendation:**~~Delete~~ all but that which is appropriate. While staff may feel incapable of a specific vocational recommendation, a general assessment of ability can be reflected in recommendation of a 2 year or 1 year course.

## YEARS 12 & 13 - FULL WRITTEN REPORTS

1. **Definite One Year Courses** - report end of Autumn as per Year 13 A Level courses. (RH 12 and 13.)
2. **AS Level Courses** - one report - Year 12 – instigated by Director of Sixth Form and related to UCAS application.
3. **A2 Level** (and additional AS)- one report - Year 13. (RH12 and 13.)

Assessment will be in relation to the standards linked to the particular courses followed. (A Subject Staff Report Evening, for **oral** reporting to parents, takes place for Year 12 students, December 2002.)

## TUTOR RESPONSIBILITIES

### 1 **Compilation of reports**

- Full reports: On receipt of tutees completed and collated reports, tutors will complete the top sheets provided. (**Except** Year 11)
- Progress reports: No compilation involved.

Please note:

- i) Attendance will be covered by individual student attendance reports.
- ii) The number of report slips enclosed (full reports) shall be indicated on the covers.
- iii) A return slip is incorporated in the report.
- iv) Reports will be sent home in envelopes.
- v) The report will include a letter inviting parents to attend the Report Evening ie Tutor Evening for full reports; Subject Staff Evening for progress reports.

### 2 **Tutor Comments**

- Progress reports: No comment required.
- Full reports; may refer to subject comments but should be more pastorally based eg behaviour, punctuality, attendance etc. Not required for Year 11 reports but tutors will be required to provide a Tutor Statement for Year 11 RoA.

## NB

### GENERAL POINTS

#### 1 **Timing**

The Staff Handbook includes details of the timing of Reports/Report Evenings, including deadlines for report writing.

**Please remember that failure to fulfil deadlines inconveniences your colleagues in tasks they have to perform as tutors.**

#### 2 **Parental Interviews**

- a) Parents will be able to make appointments with Subject Staff and Tutors for the scheduled Report Evenings.
- b) Should Heads of Year/Faculty/Department wish to see particular parents at Report Evenings a note should be added to the report.

#### 3 **Publication of Report Grades**

**The issuing of grades to pupils, prior to the issue of reports, has been left to the judgement of staff. However, the confidentiality of the grades should be preserved. If a pupil wishes to inform a friend of her/his grades that will be her/his decision. Staff should not discuss grades of an individual pupil in the presence of other pupils.**

- 4 Avoid statements regarding a pupil's general level of ability or intelligence level.

E W Lyne  
Deputy Head Administration  
October 2002