

# Kenn Primary School

## Reporting to Parents

The main purposes of these reports is to

- let parents know how their children are getting on at school;
- bring parents up to date with what is happening in the school; and
- let parents know how the school as a whole is performing

Kenn School strives to involve parents in all aspects of their child's education and to report to them in ways which enable all parents to be involved in an effective partnership to support their child's learning. Parents are encouraged to interact with school staff and other parents on an informal basis. Parents are also welcome to participate in providing input to school decision making and feedback in reviewing the effectiveness of school policies and programs. As well as providing formal written reports the school encourages all parents to attend the prearranged parent-teacher meetings. As part of the *Governors' Report to Parents* the school reports annually to parents on their success in achieving goals and performance targets.

### **Information provided for parents**

- Prospectus, handbook and induction information booklet, plus meetings with the executive headteacher and staff.
- Class meetings with the class teacher detailing information about the class, learning opportunities and expectations including the homework structure pertaining to that class group. This meeting also provides an opportunity for parents to ask questions.
- A half-termly letter giving information about the topics being taught during that particular term and how parents can help their child.
- Information days/evenings about specific areas of the curriculum or the workings of the school or any proposed changes.
- A calendar of term dates and events, provided in advance, to assist families to schedule time for activities;
- Information on the school's website
- Consultation and target setting meetings (autumn & spring terms) pupils are encouraged to attend these meetings (depending on age of pupil and parents wishes).
- A regular newsletter giving information about events and highlighting items of topical interest.
- A newsletter produced by governors informs parents of the recent priorities and focus for the governing body.
- Reading diaries provide a vehicle for two-way communication between parents and the school.

### **The annual written report**

This will be available to parents online, through the secure School Pupil Tracker website. Each parent will be issued with a password where they can access only their own child's report. Any parent who does not have access to a computer at home will be offered the use of a school computer or a hard copy of the report. In addition to the annual report the School Pupil Tracker website will give parents access to ongoing assessments about their child, throughout the school year.

Our reports to parents will:

- be appropriate to the age of the pupil
- provide an honest and fair assessment of student progress in all learning areas
- include information on each pupil's achievement in relation to curriculum standards, the effort that the child has put into a given area and compare core subjects (reading, writing, maths and science) to national standards
- provide an interpretative comment on pupil performance and constructive advice about how the pupil can improve in the future
- ensure pupil assessment criteria are intelligible to parents
- advise parents about how well their children are developing in non-academic areas, including their behaviour, attitude, communication, social skills, and physical development and their achievements in other relevant school activities such as sport, the after school clubs, and school performances
- be provided formally once each year during the spring term followed by a parents' evening
- be clearly formatted and worded in language that is readily understood by parents
- pupils with special needs will have further opportunities to receive reports on their child's progress and receive copies of their IEPs
- include a personal report written by the individual pupil
- parents have the opportunity to comment on the report, this is then filed in the child's record

### **Governors' Report to Parents**

The School will report annually to parents on the schools' success in achieving their goals and performance targets. This information will be based on results of statutory tests and teacher assessments which form part of the school development plan.

- Cover a broad range of academic and non-academic areas of achievement
- Provide information about the success and achievements of the school, which enables parents to assess the potential effectiveness of a school for their children
- Compare attainment of children at Kenn Primary School at the end of Key Stage 1 and Key Stage 2 with national attainment

### **The Local Community**

Reporting to the local community is also considered by the governors to be very important, reports of the schools activities and achievements are published as appropriate in the village newsletter. The Marketing Committee takes responsibility for promoting the school in the local community.

**Equality and cohesion will be promoted in line with our Equality and Cohesion Policy, and that the policy will be operated in a non-discriminatory way**

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Approved by Governors:	June 2007
Reviewed by Teaching & Learning Committee:	July 2019
Next review date:	July 2021