

# REPORTS AND PARENTS MEETINGS POLICY

## INTRODUCTION

At Cranleigh Prep School we monitor the pupils' progress in a variety of ways and progress is formally reported through Assessment Cards, reports and parents' meetings and socials in order to give up-to-date and accurate information about a pupils' progress. We contact parents if there is cause for concern and invite parents to do the same. For all pupils there are three Assessment Cards issued during the year, a full written report and a mini targeted written report.

See Appendix 1 for a summary of when reports and Cards are written and parents' meetings held. See Appendix 2 for details which subjects are reported on in the different terms.

See Appendix 3 for details effort and grade descriptors and house points

## GRADES ON CARDS AND REPORTS

Grades A-E are used for achievement. Grades 1-5 are used for effort. See Appendix 3 for the efforts and grade descriptors and house points in Cards and reports.

## REPORT WRITING

All reports are written and available to parents through the School's VLE, Firefly. It must be assumed that any report written is intended to be read by both pupil and parent/guardian, and the style of English should be chosen accordingly. All members of Common Room must proof read their own material carefully after it has been entered. Deadlines are given for subject and tutor reports. If these cannot be met for exceptional circumstances, the Deputy Head Academic should be informed as soon as possible.

## PARENTS MEETINGS AND PARENTS SOCIALS

There is one Parents' meeting for each year group and takes place in either the Michaelmas (Form 4 and 5) or Lent (Form 1-3 and 6) Terms. The dates are publicised in the school calendar.

The Learning support department have one appointment a year and is placed when the teacher feels is most appropriate. All Parents' meetings are held in the Wyatt Hall (or via Zoom) and parents have the opportunity to meet with the Members of Common Room who teach their son/daughter the different subjects.

Parents' Socials begin the academic year with parents being invited to listen to a presentation by the Form Tutor. These are for information and to provide an opportunity for questions to be asked regarding any aspect of their pupil's year. Forms 1 to 3 then have a pastoral follow up social in the Michaelmas Term to ensure they have settled in with their peer group.

## HEADMASTER'S BRIEFINGS

The Headmaster holds regular briefings for parents to inform them of future plans and recent developments. In the Michaelmas term the briefing is about future schools. The Headmaster follows this up with individual meetings with parents to discuss the plans for their son or daughter.

**This policy is reviewed annually**  
**Last reviewed June 2023**

**Hannah Pakenham-Walsh**  
***Deputy Head, Academic***

## Appendix 1 Summary of reporting methods

### Michaelmas Term 2023

Week	Cards	Written reports	Formal parent contact	Formal Assessments
1			F1 - F6 Parents' Social Evenings	
2				
3				F1 SS Testing
4				F2 – F6 SS Testing
5			F1 Parents' Morning	
6	F1 – F6 Points and grades ALL subjects		F2 + F3 Parents' Morning	
7	Long Leave			
8				
9			F4 Parents' Evening	
10				
11				
12				F5 Progress tests inc. Humanities Assessment module 1
13				
14			F5 Parents' Evening	
15	F4 + F5 Points and grades ALL subjects	F1 – F3 + F6 Full report ALL subjects ( <b>NOT DT/FT or F3 Music/Drama/Dance</b> ), tutor + Headmaster F1 – F6 LAMDA, 1:1 Learning Support and EAL reports		

1:1 Parents' meetings will occur throughout the year by individual appointment (JAAS to monitor regularity)

## Lent Term 2024

Week	Cards	Written reports	Formal parent contact	Formal Assessments
1				
2				F6 CE French Orals + Listening Mock?
3				
4			F1 + F2 Parents' Evening	
5	F1 – F6 Points and grades ALL subjects			F6 Mock Exams inc. Humanities Assessment module 3 and PT series SS
6	Long Leave			
7				
8			F3 Parents' Evening	
9				F1 – F5 PT Series SS
10			F6 Parents' Evening	
11	F1- F3 + F6 Points and grades ALL subjects	F4 + F5 Full report ALL subjects, tutor + Headmaster Full reports F3 - F6 DT/FT		

## Summer Term 2024

Week	Cards	Written reports	Formal parent contact	Formal Assessments
1				
2				
3				13+ Scholarship exams (CS)
4				F6 CE French Orals + Listening
5				F4 Geography Fieldwork F6 Spanish Assessment
6	F6 Points and grades ALL subjects	F1 – F5 Mini report ALL subjects (F6 *) Full reports F3 - F6 DT/FT + F3 Music/Drama/Dance F1 – F6 LAMDA, 1:1 Learning Support and EAL reports		
7	Long Leave			
8				13+ CE type Exams inc. Humanities Assessment module 4
9				F1 – F5 Internal Exam week inc. Humanities Assessment module 2 (F5)
10				
11	F1 – F6 Points only ALL subjects (not published to parents)	F1 – F5 Tutor report + Headmaster F6 Leavers' report + Headmaster		

## Appendix 2. Summary of written reports

### CARDS

#### **ALL subject Points + Grades include:**

**F1:** English/Maths/Science/French/Humanities/Computing/Art/Music/Drama/Dance

**F2:** English/Maths/Science/French/Humanities/Computing/Art/Music/Drama/Dance

**F3:** English/Maths/Science/French/Humanities/Computing/Art/Music/FT/DT/Drama/Dance

**F4:** English/Maths/Science/French/FT/DT/Geography/History/RP/Latin/Computing/Art/Music/Drama

**F5:** English/Maths/Science/French/FT/DT/Geography/History/RP/Latin/Spanish/Computing/Art/Music/Drama

**F6:** English/Maths/Science/French/FT/DT/Geography/History/RP/Latin/Spanish/Computing/Art/Music

**ALL Forms:** LfL points only

### FULL REPORTS

They will require a Full report template which has a generic 'top' box, points and grades, as well as a comment box (950 characters)

#### **End of Michaelmas Term**

**F1:** English/Maths/Science/French/Humanities/Computing/Art/Music/Drama/Dance/LfL/Tutor/Headmaster

**F2:** English/Maths/Science/French/Humanities/Computing/Art/Music/Drama/Dance/LfL/Tutor/Headmaster

**F3:** English/Maths/Science/French/Humanities/Computing/Art/LfL/Tutor/Headmaster (No Music/Drama/Dance)

**F6:**

English/Maths/Science/French/Geography/History/RP/Latin/Spanish/Computing/Art/Music/Drama/LfL/Tutor/Headmaster

**ALL Forms:** LAMDA, 1:1 Learning Support and EAL reports

#### **End of Lent Term**

**F4:** English/Maths/Science/French/Geography/History/RP/Latin/Computing/Art/Music/Drama/LfL/Tutor/Headmaster

**F5:** English/Maths/Science/French/Geography/History/RP/Latin/Spanish/Computing/Art/Music/LfL/Tutor/Headmaster

**F3:** DT/FT

**F6:** DT/FT

#### **End of Summer Term**

**F1 – F5:** Tutor/Headmaster

**F6:** Leavers (A4 template-with CE/Scholarship grades)/Headmaster

### MINI REPORTS

These will require just a comment box as well as points and grades but NO generic 'top' box. They will have a character restriction to reflect **3 sentences** only reports (600 characters):

- Examined subjects – 'What has been done well?' 'What they struggle with?' 'What do they need to do to improve?'
- Non-examined subjects – Short summary of how pupil has performed over the course of the whole year (3 sentences)

#### **Long Leave Summer Term**

**F1:** English/Maths/Science/French/Humanities/Computing/Art/Music/Drama/Dance/LfL

**F2:** English/Maths/Science/French/Humanities/Computing/Art/Music/Drama/Dance/LfL

**F3:** English/Maths/Science/French/Humanities/Computing/Art/Music/Drama/Dance/LfL/DT/FT

**F4:** English/Maths/Science/French/Geography/History/RP/Latin/Computing/Art/Music/Drama/LfL/DT/FT

**F5:** English/Maths/Science/French/Geography/History/RP/Latin/Spanish/Computing/Art/Music/Drama/LfL/DT/FT

**F6:** English/Maths/Science/French/Geography/History/RP/Latin/Spanish/Computing/Art/Music/Drama/LfL/DT/FT\*

\* All subjects except DT/FT - Points and grades only

DT/FT and F3 Music/Drama/Dance will have a FULL report at this time as this is the only time they will provide a written report

(They will require a Full report template which has a generic 'top' box, points and grades, as well as a comment box)

**ALL Forms:** LAMDA, 1:1 Learning Support and EAL reports

### Appendix 3. Effort and grade descriptors and house points

<u>GRADE</u>	<u>ATTAINMENT</u>	<u>POINTS</u>	<u>EFFORT</u>
A	Work is completed to a high standard. Higher-order tasks and contributions to lessons reveal particular aptitude.	1	Excellent <i>3 house points</i>
B	Work is completed to a good standard. New material and skills are assimilated quickly and rapid progress is sustained.	2	Good <i>2 house points</i>
C	Work is completed to a satisfactory standard. Progress is evident with core skills, although more advanced concepts prove more challenging.	3	Satisfactory <i>1 house point</i>
D	The standard of work tends to be below expectation; this may be because of difficulties with a particular aspect of the topic or task.	4	Unsatisfactory <i>0 house points</i>
E	Attainment is well below our expectations for the year group and gives cause for serious concern. Discussions with the pupil, form tutor and parents will precede the award of this grade to mitigate concern.	5	Poor <i>-1 house point</i>