

## Reporting

In common parlance, 'reporting' tends to refer to the written reports sent to parents by the school. We understand the term to refer to all the formal points of communication with regard to a child's progress, which include a range of parent meetings as well as written reports, and our annual cycle is designed to provide a balance of 'face to face' and written reports.

Our aim is that any report should remain 'active', should produce a dialogue between home and school and should, as appropriate, generate a plan of how best to support each child in the future. We have therefore adopted the cycle outlined below.

### **Autumn Term**

Mid-term and at the end of the Autumn term, parents will be invited to see the child's Class Teacher to discuss their progress and general welfare and to plan for the next term during a Parent-Teacher evening. Prior to this meeting, parents are invited to send us their own 'review' of their child's progress and welfare.

### **Spring Term**

Parents of children in all year groups will be invited to a 'Parent-Teacher' meeting to discuss the child's progress before the Easter holiday.

### **Summer End of Year Report**

While we keep parents fully informed of any concerns, should they arise, the final formal piece of communication will arrive after the year is over in an End of Year written report for children in Pre-KG-T1. The End of Year Report forms the basis of the transfer of pupils between staff for the forthcoming year, offers parents an opportunity to respond in writing with any concerns and so begins the next year's cycle. Parents will have a final opportunity to meet with parents before the summer break.