



## **Reporting Policy**

This document applies to all parts of The Pilgrims' School, including parents and pupils in the Early Years Foundation Stage.

Responsibility of: The Deputy Head Academic

Reviewed: September 2024

Next Review Date: September 2027

Approved by Governors: TBC

At Pilgrims', we aim to report to parents four times a term. The format of this communication differs from time-to time (see below), but a report's main aim is to inform the parents and the pupil about current progress, *and* to offer advice about future development.

### **What is a Report?**

A report describes, either in writing or orally, a pupil's response to teaching or to an aspect of school life and offers advice about future development.

A good report:

- records what has been covered
- describes the pupils' response to teaching
- gives advice for future learning

### **Reporting types**

1. **Assessment cards**
2. **End of Term Reports**
3. **Examination Reports**
4. **Parents' Meetings**

#### **1. Assessment cards**

Their purpose is to inform, to encourage or to offer guidance for improvement, as necessary.

They summarise a pupil's Effort and Attainment during a specified period of the term.

#### ***Recording***

**Effort** is given as a Letter -

- |   |  |
|---|--|
| a | Outstanding, giving his all; this boy should be proud of his efforts |
| b | Good effort being made; this boy should be pleased with his efforts  |
| c | Whilst work is usually well completed, this boy could give more      |
| d | An unacceptable level of effort; improvement must be made            |

Effort is judged by the quality of a pupil's written and oral work, and his attitude in class. A subjective element in this judgement is unavoidable.

**Attainment** is given as a number indicating:

- |   |  |
|---|--|
| 1 | Work is excellent and consistently ahead of Pilgrims' year group expectations                        |
| 2 | Work is progressing well; it is always at, and sometimes ahead of, Pilgrims' year group expectations |
| 3 | Work is fair and around Pilgrims' year group expectations  |
| 4 | Work is below usual Pilgrims' year group expectations  |

It is possible to assign two numbers (i.e. 1/2 or 2/3) thus making this a seven-point scale. Pilgrims' year group expectations would be identified by looking at the learning objectives set out in the planning.

### ***Evaluation***

Teachers offer a written comment.

Tutors discuss performance with tutees. Tutors review their tutees' performance in the light of these cards.

## **2. Full Reports**

Reports' main targets are the parents, to whom they are informative. Pupils have access to them, to which end they should also be motivating.

Full reports use the above effort and attainment scores, but also offer a much fuller written comment.

These are issued at the end of the:

- Christmas term                      Years R – 8
- Lent term                                Year 8
- Summer term                         Years R - 7

Full reports consist of **subject reports** and **other reports**:

- **Subject Reports**

A good report records what has been covered, describes the pupils' response to teaching and gives advice for future learning.

Work covered:

This is self-explanatory. Bullet points are perfectly acceptable. One always suspects reports where the length of the preamble exceeds that of the comment on the pupil's performance.

Pupil's response:

This need not be highly subjective. It need not be vague. It should primarily record achievement based on the evidence of written and oral work and will include reference to the pupil's attitude in class.

Targets/things to work on:

These should be as specific as possible. After all, they are the prime means of guiding the pupils in their further learning and teachers in their future plans.

- **Other Reports**

Reports on pupils' responses to aspects of school life outside the classroom are also included. The aspects covered vary and may include:

Instrumental lessons	for those receiving them
Choir	Choristers and Quiristers
Games	for members of teams
House	Boarders

Learning Support

for those receiving individual lessons

- **Tutor Report**

The Tutor should comment primarily on a boy's character and social progress (how well he gets on with peers, how well he listens to advice, and so on) and the breadth of his engagement with school life (how well he contributes to the community, the activities he enjoys...). It should be evident that the Tutor has a relationship with the boy that brings anecdotes and information in addition to what is written in subject reports. The Tutor should also comment upon general trends and general direction of academic development, though without drifting into a summary and extensive quotation of the reports (for this role, please see Headmaster's Comment, below).

- **Headmaster's Comment**

The Headmaster's Comment summarizes the reports, quoting content, and offers a concluding comment on the boy's progress and prospects.

### 3. Examination Reports

These are produced after the mid-year examinations in January for Years 5 - 7. They provide a summary of performance and advice about future improvement. Exam score, median for the class, and a short comment is offered.

### 4. Parents' Meetings

Parents are always welcome to discuss any aspect of their sons and their work at any convenient time.

Formal parents' meetings are held once a year and provide opportunity for parents to talk privately with their son's teachers.

Five minutes are allowed for each interview, but it can be continued or followed-up at any mutually convenient time.

Yr 3 and 4	Around October Half term
Yr 6	Around October Half term
Yr 8	after November exams
Yr 5 & 7	during first half of the Lent term.
YR – 2	in November and March

## Reporting cycle

Reports on the boys are generally issued four times a term: at each exeat, half term and end of term. The form of that report does change from year group to year group and term to term.

Prep School:

## Christmas term

- Third week of term: **Start-up Impressions:**  
*Action:* Teachers: brief, candid comments on each boy's performance  
 Tutors: discuss with pupils, communicate to parents and seek their response.
- Half-term: **Assessment cards:**  
*Action:* Teachers: effort grade, attainment grade (core subjects only) and comments  
 Tutors: discuss with pupils, comment. Talk to parents if necessary.  
 DHA: produce orders
- October: **Yr 3 and 6 Parents' meeting**
- November: **YR – 2 Parents' meetings**
- November Exeat: **Effort Card for Yr 3 - 8**
- Early December: **Y8 Parents' meeting:** roughly ten days after the end of exams.
- End of term: **Full reports Yr R to Yr 8**  
*Action:* Teachers: marks, comments and targets  
 Tutors: discuss with pupils, comment. Talk to parents if necessary.  
 DHA: produce orders  
 HM: comment

## Lent term

- 1<sup>st</sup> Exeat: **Examination reports for Yr 5 - 7**  
*Action:* Teachers: percentage and comments  
 Tutors: discuss with pupils, comment. Talk to parents if necessary.  
 DHA: produce orders
- Effort Card for Year 3, 4 and 8**
- Early February: **Y4, 5 & 7 Parents' meeting.**
- Half-term: **Assessment cards:**  
*Action:* Teachers: effort grade, percentage and comments  
 Tutors: discuss with pupils, comment. Talk to parents if necessary.  
 DHA: produce orders

March:	<b>YR - 2 Parents' meetings.</b>
2 <sup>nd</sup> Exeat:	<b>Effort cards for Yr 3 - 8</b>
End of term:	<b>Full reports: Y8 only.</b> <i>Action:</i> Teachers: marks, comments and targets Tutors: discuss with pupils, comment. Talk to parents if necessary. DHA: produce orders HM: comment  <b>Assessment Cards:</b> for all other pupils <i>Action:</i> Teachers: effort grade, percentage and comments Tutors: discuss with pupils, comment. Talk to parents if necessary. DHA: produce orders
<b>Summer term</b>	
1 <sup>st</sup> Exeat	<b>Effort Card for Yr 3 to 8</b> (excluding boys whose examination has been completed)
Half-term:	<b>Assessment cards:</b> for all except Y8 below: No reports for Scholarship and Winchester Entrance candidates. Only comments for Common Entrance candidates. <i>Action:</i> Teachers: effort grade, percentage and comments Tutors: discuss with pupils, comment. Talk to parents if necessary. DHA: produce orders
2 <sup>nd</sup> Half of term	EYFS parent meetings to discuss foundation stage profile outcomes
End of term:	<b>Yr R – 7 Full reports:</b> <i>Action:</i> Teachers: marks, comments and targets Tutors: discuss with pupils, comment. Talk to parents if necessary. DoS: produce orders HM: comment  <b>Y8: Tutor reports</b> <i>Action:</i> Tutors: glean suitable comments from teachers: comment on final term, successes and bid God's speed.

## Reporting cycle summary

Parents will receive these formal reports.

	<b>Christmas term</b>	<b>Lent term</b>	<b>Summer term</b>
Y8	Start-up Impressions HT Assessment card Effort Card Parents' meeting	Effort Card HT Assessment card Effort Card Examined subject report	Effort Card <i>(8C only)</i> HT Assessment card <i>(8C only)</i> Full report
Y7	Start-up Impressions Assessment card Effort Card Full report	Exam report HT Assessment card Parents' meeting Effort Card EOT Assessment card	Effort Card Assessment card Full report
Y6	Start-up Impressions Parents' meeting Assessment card Effort Card Full report	HT Assessment card Effort Card EOT Assessment card	Effort Card Assessment card Full report
Y5	Start-up Impressions Assessment card Effort Card Full report	Exam report HT Assessment card Parents' meeting Effort Card EOT Assessment card	Effort Card Assessment card Full report
Y4	Start-up Impressions Assessment card Effort Card Full report	Effort Card Parents' meeting HT Assessment card Effort Card EOT Assessment card	Effort Card Assessment card Full report
Y3	Start-up Impressions Assessment card Effort Card Full report	Effort Card Parents' meeting HT Assessment card Effort Card EOT Assessment card	Effort Card Assessment card Full report
Y2	Short report  Parents' meeting	Parents' meeting	Parent meeting EYFS Review Full report
Y1	Short report  Parents' meeting	Parents' meeting	Full report
YR	Short report  Parents' meeting	Parents' meeting	Full report

## Reporting Cycle

PRE-PREP YEAR R (EYFS)		
<b>Autumn term</b>		
	<b>October</b>	Parents Consultation with Form Tutors
	<b>End of term: Full Report</b>	<ul style="list-style-type: none"> <li>• Full written report (all areas of Learning and Development and specialist subjects)</li> <li>• Effort Grades (all subjects)</li> <li>• Tutor report</li> <li>• Head of Pre-Prep report</li> <li>• Head's report</li> </ul>
<b>Lent term</b>		
	<b>March</b>	Parent Consultation with Form Tutors
<b>Summer term</b>		
	<b>End of Year Report</b>	<ul style="list-style-type: none"> <li>• Full written report (all areas of Learning and Development and specialist subjects)</li> <li>• Effort and EYFS Profile Judgments (all subjects)</li> <li>• Tutor report</li> <li>• Head of Pre-Prep report</li> <li>• Head's report</li> </ul>

PRE-PREP YEARS 1 & 2		
<b>Autumn term</b>		
	<b>October</b>	Parent Consultation with Form Tutors
	<b>End of term: Full Report</b>	<ul style="list-style-type: none"> <li>• Full written report (all subjects)</li> <li>• Effort Grades (all subjects)</li> <li>• Tutor report</li> <li>• Head of Pre-Prep report</li> <li>• Head's report</li> </ul>
<b>Lent term</b>		
	<b>March</b>	Parent Consultation with Form Tutors
<b>Summer term</b>		
	<b>End of Year Report</b>	<ul style="list-style-type: none"> <li>• Full written report (all subjects)</li> <li>• Effort and Attainment Grades (all subjects)</li> <li>• Tutor report</li> <li>• Head of Pre-Prep report</li> <li>• Head's report</li> </ul>

YEARS 3 AND 4		
<b>Autumn term</b>	<b>September Exeat: Effort Grades</b>	<ul style="list-style-type: none"> <li>English and Maths</li> <li>Tutor comment</li> </ul>
	<b>October Half-term Assessment</b>	<ul style="list-style-type: none"> <li>English and Maths effort &amp; attainment</li> <li>Short teacher comment</li> <li>Tutor comment</li> </ul>
	<b>November Exeat: Effort Grades</b>	<ul style="list-style-type: none"> <li>English and Maths</li> </ul>
	<b>End of term: Full Report</b>	<ul style="list-style-type: none"> <li>Full written report (all subjects)</li> <li>Effort &amp; attainment grades (all subjects)</li> <li>Tutor report</li> <li>Boarding report</li> <li>Head's report</li> </ul>
<b>Lent term</b>	<b>January Exeat: Effort Grade</b>	<ul style="list-style-type: none"> <li>English and Maths only</li> <li>Tutor comment</li> </ul>
	<b>February Half-Term Report</b>	<ul style="list-style-type: none"> <li>English and Maths effort &amp; attainment</li> <li>Short teacher comment</li> <li>Tutor comment</li> </ul>
	<b>March Exeat: Effort Grade</b>	<ul style="list-style-type: none"> <li>English and Maths</li> </ul>
	<b>End of term</b>	<ul style="list-style-type: none"> <li>Effort and attainment (all subjects)</li> <li>Subject comments</li> <li>Short Tutor short</li> </ul>
<b>Summer term</b>	<b>May Exeat: Effort Grades</b>	<ul style="list-style-type: none"> <li>English and Maths</li> </ul>
	<b>June Half-Term</b>	<ul style="list-style-type: none"> <li>English and Maths effort &amp; attainment</li> <li>Short teacher comment</li> <li>Tutor comment</li> </ul>
	<b>End of Year Report</b>	<ul style="list-style-type: none"> <li>Full written report (all subjects)</li> <li>Effort &amp; attainment grades (all subjects)</li> <li>Tutor report</li> <li>Boarding report</li> <li>Head's report</li> </ul>

YEARS 5 TO 8		
<b>Autumn term</b>	<b>September Exeat: Effort Grades</b>	<ul style="list-style-type: none"> <li>Effort grade for all subjects</li> <li>Internal teacher comment</li> <li>Short tutor comment</li> </ul>
	<b>October Half-term Assessment</b>	<ul style="list-style-type: none"> <li>Effort grades for all subjects</li> <li>Attainment grade for English, Maths and Science</li> <li>Short teacher comments (all subjects)</li> <li>Short tutor comment</li> </ul>
	<b>November Exeat: Effort Grades</b>	<ul style="list-style-type: none"> <li>All examined subjects</li> </ul>
	<b>November Exam Report</b>	<p><b>Year 8 only:</b></p> <ul style="list-style-type: none"> <li>Exam result with short sentences</li> </ul>

	<b>End of term: Full Report</b>	<p><b>Year 5 to 7:</b></p> <ul style="list-style-type: none"> <li>• Full written report (all subjects)</li> <li>• Effort &amp; attainment grades (all subjects)</li> <li>• Tutor report</li> <li>• Boarding report</li> <li>• Head's report</li> </ul> <p><b>Year 8 only:</b></p> <ul style="list-style-type: none"> <li>• Written report (non-examined subjects only)</li> <li>• Effort &amp; attainment grades (all subjects)</li> <li>• Tutor report</li> <li>• Boarding report</li> <li>• Head's report</li> </ul>
<b>Lent term</b>	<b>January Exeat: Effort Grade</b>	All examined subjects
	<b>January Exam Report</b>	Exam result with average: <ul style="list-style-type: none"> <li>• Year 5 – English, Maths and Science</li> <li>• Year 7 – all examined subjects</li> </ul>
	<b>February Half-Term Report</b>	<ul style="list-style-type: none"> <li>• Effort grades for all subjects</li> <li>• Attainment grade for English, Maths and Science</li> <li>• Short teacher comments (all subjects)</li> <li>• Short tutor comment</li> </ul>
	<b>March Exeat: Effort Grade</b>	All examined subjects
	<b>End of term</b>	<p><b>Year 5 to 7:</b></p> <ul style="list-style-type: none"> <li>• Effort and attainment (all subjects)</li> <li>• Subject comments</li> <li>• Short Tutor short</li> </ul> <p><b>Year 8 only:</b></p> <ul style="list-style-type: none"> <li>• Examined subjects full report</li> <li>• Tutor report</li> </ul>
<b>Summer term</b>	<b>May Exeat: Effort Grades</b>	<b>Years 5-7 and 8C:</b> all subjects (No effort grade for 8S/8W)
	<b>June Half-Term</b>	<p><b>Years 5-7 and 8C:</b></p> <ul style="list-style-type: none"> <li>• Effort grade (all subjects)</li> <li>• Attainment – English, Maths, Science</li> <li>• Short subject comment (all subjects)</li> <li>• Short tutor comment</li> </ul> <p>(no report for 8S/8W)</p>
	<b>End of Year Report</b>	<p><b>Years 5-7:</b></p> <ul style="list-style-type: none"> <li>• Full written report (all subjects)</li> <li>• Effort &amp; attainment grades (all subjects)</li> <li>• Tutor report</li> <li>• Boarding report</li> <li>• Head's report</li> </ul> <p><b>Year 8:</b></p> <ul style="list-style-type: none"> <li>• Examined subjects short comment</li> <li>• Non examined subjects full report</li> <li>• Tutor report</li> <li>• Head's report</li> </ul>