



REPORTING POLICY

Rationale

The school considers the sharing of assessment information with parents to be essential in helping to maximise the full potential of every child. Reporting allows for successes to be built upon, and areas of development supported.

Effective reporting should:

- Provide parents with a summary of their child's achievements in all aspects of school life. It enables parents to see clearly what progress their child has made and what can be done to assist that progress in the future.
- Play an important role in helping parents understand the work of the school and strengthen the partnership between home and school.
- Comment clearly and perceptively on the child's progress and by the inclusion of targets for future learning the report can help parents, pupils and receiving teachers to see how progress can best be made.

Entitlement and Statutory Requirements

Parents of all pupils of statutory school age must receive an annual written report containing:

- Brief particulars of the pupil's progress in subjects and activities studied as part of the school curriculum.
- Strengths and particular achievements together with any particular weaknesses.
- Details of the pupil's general progress.
- Details of how to arrange a discussion about the report.
- A summary of the pupil's attendance record.

Reporting Arrangements at Ayscoughfee Hall School

At the end of each full-term the parents of pupils from Kindergarten to Year 6 will receive:

- A written report on pupils' progress in core subjects and general progress (Autumn and Spring Terms)
- A full written report on pupils' progress in all subjects (Summer Term)
- Assessment information from summative assessment tests at the end of each term (years 1-6)
- Children in Kindergarten and Reception receive written targets throughout each term which are updated regularly and are attached to the learning journey. Targets are on termly reports and are shared with parents.

Presentation and Content of School Reports

- The class teacher is responsible for writing the subject comments in the reports for each pupil in his/her class and comments on general progress. The latter may include comments on pupil behaviour, his/her contribution to the life of the school and any special achievements in the school

year. Written comments from specialist teachers are included in the end of year report, for Reception upwards.

- Each report must be signed by the class teacher and countersigned by the Head Teacher. All end of year reports must be received by the Head Teacher for approval, comment and signature before their distribution to parents.
- The required attendance figures (percentage attendance and number of unauthorised absences) will be entered in the report before distribution to parents.
- The end-of-year report will refer to total percentage attendance for the year and number of unauthorised absences. Comments will be typed using Calibri font, size 12. Care must be taken to ensure correct spelling, grammar and punctuation are used in the report.
- Written comments should give a clear picture of the child’s attainment in each subject. Comments should be clearly related to each subject and to elements within the subject (e.g. spelling, handwriting, or more specific skills which the child has mastered or is having difficulty with) where appropriate.
- Comments should include clear targets to enable children to improve their work and for parents to see how they can help their child. End of year targets for reading, writing and mathematics will form the basis for new targets at the beginning of the next academic year.
- Reports will be sent to parents by ‘pupil post’. For parents whose child is absent on the date of distribution, the report will be sent by post on that date.
- For parents who live apart and for whom we have contact details, two copies of reports will be made available and sent to each parent individually.
- A copy must be filed in the A23 School Pupil Reports folder on the staff drive and a second copy filed in the office. Copies of all previous reports will be sent together with the pupils’ records on transfer to a new school.
- When a child transfers to another school, other than at the end of a key stage, the School Secretary will collect the information detailed in this policy from the class teacher and forward it to the new school, together with the pupil’s records, as indicated within the time scale outlined below in this policy.
- Parents’ evenings will be held two times a year in the Autumn and Spring terms to enable parents to discuss their child’s progress and to view his/her work. Following the summer reports all parents are given the option of arranging a meeting with the class teacher if needed.

Passing Information to Other Schools

For pupils who move to a new school other than at the end of year 6, the school will provide the receiving school with a record containing specified information about the pupil’s attainment and achievements when he/she transfers. For pupils moving on to secondary school, the school will provide copies of pupils’ reports during their time at Ayscoughfee Hall School, together with all relevant pupil information as required. Information will be forwarded to the receiving school within 15 days of the child leaving Ayscoughfee Hall School if the school is known to us, or within 15 days of notification of the receiving school.

To be read in conjunction with the following policies, Data Protection Policy and SEND & EAL Policy

This policy was approved by the Governing Body on 23rd March 2026

Any reference to the word ‘School’ implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS

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