



Calmore Infant School Reporting to Parents Policy

January 2024

Reporting to Parents

Working together with Parents and Carers:

We know that parents that are involved and engaged with school are in a better position to support their child. The purpose of reporting is to provide relevant information about a student's attitude to learning, personal skills and progress to parents.

We encourage parents and carers to get in touch with their child's teacher if they have any concerns or enquiries as they arise and not wait until a parents evening. In accordance with the legal requirements for schools, we formally report to parents and carers on their child's progress three times a year, there are two ways that we use to report to parents and carers –

Parents Evening:

There are two parent/teacher meeting during the academic year. This is the opportunity for a parent to meet either face to face or virtually online with the class teacher. Parents are responsible for booking a time from a selection given to them, using School Cloud, they will receive emails to help them to do so. Due to parental feedback and to increase uptake in attendance, the school offers this as an online appointment, meaning that parents in different locations can access the meeting. We will also offer a phone call if requested.

The first meeting is held in the first half of the autumn term and is an opportunity to find out how your child has settled following the transition into the new class, to share the progress your child is making and for you to let us know more about your child.

The second meeting is towards the end of the spring term. In this one the parents are given opportunities to look at their child's work, to discuss progress and 'ways forward' for their learning. At both parent's evening, school staff will share with a parent the targets for improvement that your child is working on in school so that they can be supported at home to develop further.

School Annual Report:

At the end of the academic year parents receive a written report about their child's progress in all curriculum areas, based on their teacher's assessments.

Parents and carers of children in Years 1 and 2 will also receive the results of the statutory tests that have been sat (phonics screening for Year 1 and in Year 2, SAT's and if relevant the result from retaking the phonics screening if children did not pass the previous year).

What is covered in the report?

The report will cover the entirety of one academic year, including:

- General progress
- Brief particulars of achievements, highlighting strengths and development needs
- How to arrange a discussion about the report with a teacher at the school
- Attendance record

Where is the report kept and what data should be included?

The end of term/year school report is also kept on record at the school. If a child changes school this may be passed on to the next school where appropriate, or added to a pupil's ongoing records. The end of term/year report is a chance to look at a "bigger picture" view of the child's progress and attainment.

Parents that do not live together:

For children whose parents no longer live together, it is necessary for the parent who is not the primary carer to inform the school if they wish to receive the information available regarding your children's progress. They must ensure the school office has a contact postal or email address to enable us to forward this information, which we are more than happy to do.

Finding out about the learning in school:

Each half term, class teachers share a topic overview to let parents / carers know the main things that the children will be learning over the half term. This is written to keep you informed and to give ideas on ways in which you can support your child at home.

Children with Additional Educational Needs:

If children need additional support in school, the class teacher will share an Individual Education plan (IEP) with parents at half termly intervals or as needed depending on the individual's needs. Children who have an Education, Health and Care plan will meet with the SENDCO at regular opportunities in accordance with the statutory requirements in place for EHCP.