



## Ruthin School

<b>REPORTING POLICY</b>	
Version	
Effective from	May 2020
Extent of Policy	Ruthin School
Policy Owner	AWH
Governor	Tracey Kerrigan
Review by	September 2021
Frequency of Audit	Annual
Circulation	
Publication	Website

# Reporting to Parents Policy

In any school, parents, guardians and sponsors need regular feedback on the progress of students. This requirement is magnified in the Ruthin School context because so many parents live on the other side of the globe and do not have face to face access to their children's teachers. It is therefore imperative that the school has a rigorous and comprehensive reporting policy.

## Schoolcomms

All parents can install a mobile phone APP, called Schoolcomms. By logging onto the APP, with their own individual username and password, parents can view the complete electronic record of their child(ren). This is updated, for each child, on a daily basis.

The data they can view includes:

- Contact information (address, telephone, email).
- % Attendance
- Assessment (test grades, attainment grades and internal exam grades)
- End-of-term reports
- Achievement and Behaviour House points (Merits and Demerits), and reasons for the awarding of them.

## Frequency of Reports

Each student receives a full report at the end of each academic term

## Content of reports

Reports include an extended comment from each subject teacher, supported by a grid of statistical information as follows:

- a) Grades given for individual tests.
- c) Exam grades.
- d) Effort grades and Target grades (for F4-U6).

Teachers are asked to make their comments on students as individual as possible and to avoid a 'cut and paste' approach at all costs. They are also reminded to avoid usages of idiomatic English wherever possible so as to avoid confusing parents whose first language is not English. Ruthin School parents appreciate detailed comment on strengths and weaknesses, and specific advice on areas for improvement should be provided.

Individual teachers are responsible for entering this data on SIMS by a deadline set by the SLT. Tutors and house staff also write a comment at the end of the report.

At the end of each term, tutors proof-read and review the comments and marks supplied by subject teachers.

Reports are made available to parents via the Schoolcomms APP within a week of the end of each term. A copy of the report is also available in school, where it can be accessed as an attached document via each student's personal page.

Parents may contact the Assistant Head (Academic) if they have any queries with the report.

### Follow-up

At the start of the following term, tutors and senior staff make appointments with their students.

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