



**KINETON GREEN PRIMARY  
SCHOOL**

**REPORTING POLICY**

**November 2013**

Revise 2016

KINETON GREEN PRIMARY SCHOOL  
REPORTING TO PARENTS POLICY  
MARCH 2006

## LEGAL OBLIGATIONS

School has a legal obligation to include certain information in an annual written report to parents of all pupils of statutory school age.

[Education (Pupil Information) (England) Regulations 2005]

- Achievements on all subjects and other activities forming part of the school curriculum.
- Comments on general progress.
- Attendance record – number of possible attendances and percentage of unauthorised absences.
- Arrangements for discussing the report.
- Results of any public examinations taken. [Year 2 & Year 6 SAT`s].

Other information may be included, if wished.

## CONSULTATION WITH PARENTS/GUARDIANS

During the last few years we have offered a variety of formats for information sharing and consultation meetings with parents. These have included -:

- whole class meetings for parents with class teachers at the start of the academic year – within the school day and evenings.
- whole class transition meetings for parents with class teachers in the summer term – within the school day.
- one to one meetings for parents with class teachers at various points during the year – within the school day and evenings.
- termly and/or yearly information sheets for parents about curriculum content.
- pupils` and parents` open evening.
- curriculum workshops – within the school day and evenings.
- written end of year reports.

As part of the schools continuing commitment to meeting the needs of parents and guardians, a questionnaire was devised and distributed in January 2006, exploring the most efficient and effective ways of sharing information.

This was followed by a parental forum meeting, with a random selection of volunteers discussing these issues and possible formats for written reports, in particular, with the Senior Leadership Team.

Senior Leadership Team, as part of planned action in the Solihull Primary Leadership Programme, have visited and discussed reporting systems in a number of other primary schools and collected samples of a range of report formats.

In response to the results of the questionnaire and following both Senior Leadership and whole staff discussions, an individual progress tick sheet for effort and attitude and a new end of year report to parents format have been agreed [copies attached].

The following yearly cycle for reporting to parents has also been agreed.

KINETON GREEN PRIMARY SCHOOL  
REPORTING TO PARENTS – YEARLY CYCLE  
2006 - 2007

September

October            SEN reviews – during school day.

Parents` Evening x 2 - individual appointments.  
[week before half-term holiday]

November

December        Individual progress tick sheet sent home [end of term].

January

February        Parents` Evening x 2 – individual appointments.  
[including SEN reviews] [week before half-term holiday]

March

April             Individual progress tick sheet sent home [end of term].

May              Class teachers prepare written end of year reports[KS1/KS2]  
[Comments from Profile-FS1/individual Profiles-FS2]  
[staff meeting time/release time allocated].

June              Receiving class teacher reads and checks reports.

Teacher/pupil discussions, leading to pupil writing own report  
and setting personal targets for the next year.

Open afternoon for pupils/parents to show work/view school.

July

Folder sent home containing -:  
end of year report  
pupil report  
absence record  
information for the next year

Parents` Evening x 1 – opportunity to discuss reports & IEP  
reviews, if requested.

FS1- FS2 & FS2-Y1 transition meetings-during school day.

