



## Report Writing

Reports are written for all pupils at Loyola Preparatory School including those in Early Years Foundation Stage, Key Stage 1 and Key Stage 2.

### General Guidance

It is the policy of Loyola Preparatory School to keep pupils and their parents well informed of the progress that is being made throughout the year.

Reports should be written in accordance with the following guidelines:

Reports are written for parents, who wish to know:

- how their child is performing;
- their child's strengths, achievements and areas for improvement;
- how they can help; and
- whether their child is happy, settled and behaving.

Reports should concentrate on the pupil's performance and any relevant comparisons.

Reports should aim to motivate the student:

- They must give an accurate picture of current performance.
- They should help pupils set achievable targets for progress.

Reports must be written on the Loyola staff network. It is the report writer's responsibility to ensure that completion deadlines are adhered to.

Spelling, punctuation and grammar must be accurate in reports. Members of the SMT should not hesitate to request corrections to reports if they are necessary.

### Pre Prep 1 - Rudiments Reporting to Parents

Parents are encouraged to contact teachers via the class email address.

Parent Teacher Meetings will take place as follows:

Reception - Rudiments: October and March of each academic year but parents can always arrange additional meetings to meet with teachers at pre-arranged times

Reports are written every term and distributed to parents at the end of each term.

Christmas Term - written comments on Maths & English with targets set

Lent Term - written comments on all foundation subjects plus a Classteacher / Headteacher comment

Whitsun Term - A full report, written comments for all subjects, Classteacher / Headteacher comment plus exam results.

From PP1 - Lent Term PP2 grades for effort will be awarded.

From PP2 (Whitsun Term) grades for effort and attainment will be completed for all subjects.



Effort Grade		Attainment Grade	Graded against National average
1	Best possible effort	A	Well Above Average
2	Above average effort	B	Above Average
3	Average effort	C	Average
4	Underachieving due to a lack of effort	D	Below Average
5	No effort made at all (Parents should have been alerted to their child's level of effort prior to this grade being awarded)	E	Significantly Below Average

The SLT will oversee the report writing process and they will issue report writing guidance on a regular basis, together with timings of submission dates.

### Early Years Foundation Stage

Practitioners and parents in EYFS have an opportunity to meet staff at the end of each day at handover. Formal parent meetings are arranged for Reception along with the whole school but Lower and Upper Kindergarten will have separate parent / teacher meetings to those scheduled in accordance with when they entered the class.

Reports are written every term and are a celebration of a child's achievements as well as their 'next step' learning. The report should not list the activities that the children have completed but focus on the child's development. The general comment must focus on and be personal to the child.

Christmas Term - written comments on Personal, Social, Emotional Development, Literacy, Mathematics and next steps with targets set

Lent Term - written comments on all of the 7 areas of learning with general comments but specific focus on Literacy and Maths and next steps. Class Teacher / Headteacher comments

Whitsun Term - written comments on all 7 areas of learning with Class Teacher / Headteacher comments. (Achievement of ELG identified for reception pupils)

Comments on a child's report should not be confined to their work. It is appropriate to refer to his behaviour and attitude.

In some cases a report may be the only link between a member of staff and the parents of the child being taught; in every case they are a permanent record of the child's school



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career and may be shown to other headteachers, county authorities, or other fee-paying bodies.

Staff will be given guidelines in terms of submission dates for their reports and there is the expectation that staff are responsible for proof reading, etc. It is the report writer's responsibility to ensure that completion dates for reports are adhered to.

Written : K Anthony November 2018

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