

Woodbridge School
REPORTS AND GRADES (Parents' Information)

1 Policy Statement

Woodbridge School will provide regular formal feedback to parents and pupils on academic progress and academic effort.

2 Procedure

2.1 Reports

Close monitoring of pupils' academic progress is achieved through interim grade sheets, full reports and parents' evenings. However, each member of the Common Room is required to complete an unsatisfactory work form (an 'ePink slip') if a pupil's work is below standard, late or not handed in, or indeed if there is any other problem. On receipt of these forms, Tutors or Housemasters/Mistresses will then make a decision whether or not to contact parents. We believe that this procedure will decrease the phase lag between underachievement and parental awareness and will ensure that no end of term report or parents' evening will spring any surprises on parents.

We believe in regular two-way communication about academic progress, through reports, grades and pupil diaries. Parents will receive two formal reports during the year, an interim and a full report. In addition, parents will receive grades every four-six weeks; but are always extremely welcome to discuss pupils' academic progress with any member of staff: matters should be raised with the Tutor or Housemaster/Mistress in the first instance. Parents will know their children far better than teachers, and will have a "hunch" that a pupil is either not working hard enough or too hard at homework. In Years 10 – 13, parents should always touch base with the Tutor after each grade session.

Parents are sent a letter towards the end of the first term in Year 7 outlining the School's method of monitoring pupils and how that aids pupils, parents and the School to agree targets.

During the academic year, there is at least one parents' evening for each year group. At each of these meetings, parents will be able to consult every teacher associated with their child's life at the School about the progress being made. In Year 10 and above, pupils accompany their parents. The dates of the parents' evenings are published in the termly programme.

Achievement Grades

Years 7 – 9

- A Work always of a much higher standard relative to the National Curriculum Levels (where they exist) at this age.
- B Work of a high standard relative to the National Curriculum Levels (where they exist) at this age.
- C Work at a standard expected by the National Curriculum Levels (where they exist) at this age.
- D Unsatisfactory in any way (Tutors will follow up).

Years 10 – Upper Sixth

Grades will be A, B, C, D, E, F, G, N or U as appropriate. This grade represents the grade which is suggested at A Level or GCSE, and by the level of work produced to date. However, for trial examinations, the letter will represent the grade achieved in that paper marked to a final A2/AS/GCSE standard.

2.2 Effort Grades: (All pupils)

- 1 Effort at a level expected or better than expected by a pupil of this ability.
- 2 Effort satisfactory, but with a suggestion that the pupil could be working harder in some area.
- 3 Unsatisfactory effort (Tutors will follow up).

Author(s):	SHC
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Governor Agreement	

Checked by M R Streat 12/9/11