



# SIR THOMAS BOTELER

## CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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BS/CO/ADMIN/ALLDEPTS/SLT/PROGRESSREPORTSJUNE18

20<sup>th</sup> June 2018

Dear Parents/Carers

As you are aware we currently have 3 assessment windows on which we feedback regarding your child's progress and attitude to learning. This is called a Progress Report. From the feedback we have had, we feel that these reports are well received and because we do three of them Parents/Carers have said they feel well informed throughout the year. It also allows them to act on the attitude to learning and address any concerns they may have with individual teachers.

Usually in the Summer term subject teachers write a comment on your child which then is sent home in the form of a Report. However, on reflection and speaking with a focus group I am not certain that these Reports are very meaningful or helpful and I will explain why.

We, like many other schools have used a comment bank system which helps us select a 'best fit' in terms of appropriate comments on your child for that specific subject area. However, we don't feel that this is personal or that it really gives a true reflection of your child. This type of reporting can often be more harmful as Parents/Carers just become frustrated as they can see that it is a generic set of comments, rather than about their child. We are therefore taking the decision to not send Reports of this nature home. We will still continue to send the Progress Reports 3 times a year, but there won't be a generic comment bank Report.

What we are looking at putting in place is a greater emphasis on attendance at Parents' Evening. We will aim to give the most current Progress Reports out on that evening so you can discuss face to face with the teachers any questions you may have so that they can be addressed instantly. Face to face interaction (from all our research) has the greatest impact, especially as your child is there with you on the evening and there are no communication issues or mixed messages, as all key parties are present.

It is also crucial that you email and interact with your child's teachers more frequently, if there are things you need to raise. The staff have also been briefed about this, as I would like them to be proactive too in communications. I think this form of 'ongoing' support is really important, mutually beneficial and negates the chance of there being any 'surprises' when a Progress Report is issued. This form of communication is really powerful and I would like us all to engage in this way. I am attaching a list of teacher email addresses so you have them to hand and you will also find these in the School Handbook. It is so important we have a working partnership when it comes to the progress of a young person. It is not about just one report or a set of data, it is the ongoing dialogue and communications which will make the difference.

I do appreciate that you like a written report, but I would like your support in trialling the above to see what the impact is.

PTO



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The key for this working will be the attendance at Parents' Evening and the ongoing communications following the 'Progress Reports'. It is important I am honest with you and feedback when I think something isn't working effectively.

We want all our young people to achieve at the highest level and sometimes systems and processes need to be tweaked to enable us to do this. If we feel this new system is not effective, then we will look at implementing something else.

I do value the relationship we have with our Parents/Carers and I see this move as strengthening this partnership and for us to be working more closely together.

Yours faithfully

A handwritten signature in black ink, appearing to read 'B Scott-Herron'. The signature is stylized with a large initial 'B' and a cursive 'Scott-Herron'.

Mrs B Scott-Herron  
Headteacher