

Reports and References Policy

Reports and Grade Cards

All of our subject teachers write reports at the end of the Michaelmas, Lent and Summer terms on every pupil that they teach. Reports provide a detailed analysis of your son or daughter's approach to learning, and his or her progress, together with a brief summary of the objectives of the syllabus. Reports are an extremely important part of our relationship with parents. Marks are awarded for both effort and attainment. All reports include a consolidated appraisal by your son or daughter's Tutor, Houseparent or Head of Year and will also include observations by the Headmaster and occasionally the Deputy Head: Academic.

In addition, after the first four weeks of the Michaelmas term teachers will write an internal report for the Sixth Form. This are to ensure that correct subject choices have been made and that the Sixth Formers are working well.

Reports and grade cards are all completed electronically by teachers and where possible they will be e-mailed to parents. All members of the Common Room should report on every pupil they teach.

All of our pupils from Year 7 upwards see their own reports and discuss their performances with their Tutors. They set themselves targets against which they can assess their own performance and achievements. This is an important part of the ethos of Rossall School, which encourages young people to take charge of their own learning and performance.

Parents' Evenings

We hope that you will contact your son or daughter's Houseparent or Tutor at any time when you have concerns about his or her academic progress, (or any other concerns). There will be a number of occasions for informal meetings throughout the year; but please be assured that we will always contact you and invite you into the school if we have a worry about your son or daughter's work.

We very much hope that parents are able to attend the formal academic evenings which are held, not less than once a year during your child's time at Rossall School. These occasions provide you with the opportunity to meet all of your son or daughter's teachers, to have a detailed conversation with each of them about his or her progress and to review his or her strengths and weaknesses both objectively and positively. We believe that it is important that your son or daughter accompanies you to these meetings, as they provide an invaluable opportunity for him or her to learn to assess his or her performance in a mature and objective manner.

We have a second annual meeting for parents of pupils at each of the following stages:

- Year 9: to discuss GCSE options
- Year 11: to discuss subject choices for AS or IB and their implications for choice of career
- Year 12: to discuss subject choices for A2 and UCAS applications

Each of these meetings is preceded by a presentation.

Pastoral Evenings for Years 7-11 are also held once a year for each year group. Parents will have a good relationship with Tutors and Houseparents but these evenings will give parents the opportunity to raise pastoral concerns or just confirm that all is well. We believe that it is important that your son or daughter accompanies you to these meetings.

References

We undertake to provide honest and unbiased references on your son or daughter on request for: other schools, further education colleges, universities and higher education institutions in the UK and overseas and for potential employers.

The great majority of pupils at Rossall School proceed to leading universities in the UK, with smaller numbers going to universities in Germany and North America. We understand the importance of the UCAS reference and of accurate predictions of overall achievement, and expend considerable effort in ensuring the best possible outcome for your son or daughter. Our results speak for themselves, with most achieving the first university of their choice. All the staff who are involved in preparing UCAS references and in predicting grades are highly trained and experienced. More detail is given to parents at the Year 12 parents' meeting and we are always pleased to answer individual queries at any time on this important topic.

References on Former Pupils

Our former pupils form an important part of the school community. We are always happy to provide references on our former pupils.

Access to References

All pupils over the age of 12 are entitled to see any reference or report on them that has been written by the school. All parents and legal guardians are entitled to see their son or daughter's reports and references. (More details are given in our Data Protection policy, which also covers the exceptional circumstances when disclosure is not permitted).

Providing Information on Pupils

We follow the provisions of the Data Protection Act and will comply with legal requests from Local Authorities, Police or Court requiring the disclosure of information on a pupil, former pupil or past or present members of staff, on the

understanding that the authority is a data controller and is subject to the same legal constraints as the school regarding the manner in which it handles data. (More details are given in our record keeping policy).

Complaints

We hope that you and your child do not have any complaints about the operation of our reports and references policy; but copies of the School's complaints procedure can be sent to you on request or are available on the school website.

Related Policies

- Data Protection Policy
- Record Keeping Policy
- Admissions and Attendance Register
- Pupil Sanctions Record
- Universities, examinations and careers

Date of policy: **September 2011**

Revision of policy: **September 2013**