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VLUK REPORTING POLICY 2022-2023

1. PURPOSE

There are statutory requirements for reporting to parents/carers on achievements and progress of learners up to the age of 18.

All learners receive an annual written report

- The report contains comments on general progress and brief particulars of a learners achievement in all subjects and enrichment
- Reports contain areas for improvement, resulting from discussion between tutors, enrichment staff and learners
- Arrangements are made for parents to discuss the report with tutors
- The report includes a summary of the learner's attendance and the number of unauthorised absences

In addition:

- Detailed information and explanatory comments on the results of the Pearson assessments and updates around the English and Maths progress, especially after each Mock examination.
- all leavers are given exit reviews and opportunity to discuss appropriate career pathways
- A record of the level of achievement is forwarded to the learner so they can progress onto HE or into employment or further education

2. GUIDELINES FOR THE WRITING OF REPORTS

The actual language of reports is not prescribed by statute but good reports are those which "provide parents/carers with a clear picture of their child's achievements and progress".

A report should:

- Include a short summary of areas/topics learned can be included
- have a positive effect on learner' attitudes and motivation
- highlight strengths and weaknesses and be written in positive language to encourage the learner to improve performance
- Emphasise the accuracy of assessments and be written in readily accessible language
- not be based on single assessments.
- Contain at least one subject related target of how to improve
- Use full Forename, not nicknames.

3. PROCEDURAL DETAILS

- parents receive 3 checkpoints per year
- full written reports on each subject are sent to parents once per year

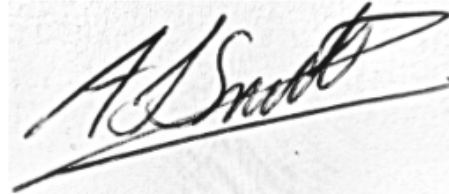
In all contact with parents/carers, colleagues should:

- Carefully check the spelling of learners' names, they must be the legal forename and not nicknames.
- Carefully check that the correct punctuation has been used
- Ensure that all comments are linked to progress
- Personalise progress against minimum and aspirational target grades

A sample check or CP and full reports will be conducted before they are sent out by VLUK Operations Team



CEO



Chair of Governors