



St Mary's School
CAMBRIDGE

Reporting and Reference Policy

This policy is the responsibility of: Head of Juniors and Deputy Head (Academic)

Last review: September 2021

Next review: September 2022

Introduction

St Mary's School, Cambridge ('School') follows the provisions of the Data Protection Act and will comply with requests from Local Authorities, Police or Court or other (as required by law) 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 way it handles data.

Reporting – pupil progress and development

Reports are an important part of the dialogue between home and school. They are a snapshot in time which records the academic achievement of the pupil and their engagement with learning.

Junior School Procedure

Written Reports

Written reports are provided for every pupil in Preschool to Year 6 each Autumn and Summer term. The autumn term report for Years 1 - 6 gives a pastoral comment and a comment on Maths and English. There are achievement and next steps for Maths and English in a narrative form and effort grades 1 - 5 for all subjects.

The autumn report for Preschool and Reception pupils comments on progress in Personal, Social and Emotional Development and assesses against age-related expectations. Reception reports all comment on progress in Literacy and Maths. The summer term report for Years 1 - 6 gives a detailed comment for Maths and English. For English a standardised progress test result and reading assessment result is provided. A standardised test result is given for progress in Maths and NVR (Non- verbal Reasoning. There is also an achievement and next steps sentence. For every other subject a comment is given and a sentence for both achievement and next steps is provided.

The summer term report for Preschool and Reception reports on all areas of development, and Reception pupils receive assessments against the Early Learning Goals. Parents are also able to access regular updates on their child's progress through Tapestry, an online tracking platform for the Early Learning Goals.

Parent Consultations and meetings

There are two formal parent consultations during the school year. In autumn this is with the parents only and lasts 10 minutes. In the spring term the consultation also involves the child (Years 3 - 6) and last 15 minutes. Parents and/or teachers may request a meeting to discuss progress at any point during the school year. Teachers are also generally available every morning between 8.00 and 8.45 and after school until 4.00 for informal meetings.

In the summer term the Head of Pre-Prep meets with the parents of children joining Preschool or Reception in the upcoming September. In this meeting the child's academic, social, and emotional and personal development are discussed. Advice is given on how to prepare the child for school life. The child is given a 'Starting School' booklet and the parents are provided with a Parent Information Pack.

In the summer term, after publishing the summer reports, parents are invited to arrange a parent consultation with their child's class teacher if they would like to discuss the report and progress.

Senior School Procedure

Written Reports

Senior School reports include two sets of levels: Flexibility & Resilience and Engagement regarding the learning of the pupil. In Y10-13, a target grade based on baseline data, current working grades and predictions are included in the report. Predictions indicate the level the pupil is likely to achieve if they carry on making the progress seen to date. All our pupils see their own reports (interim and full) and are invited to comment on them and to set themselves targets against which they can assess their own performance and achievements through our Tutor time. This is an important part of the ethos of St Mary's School, Cambridge, which encourages young people to take charge of their own learning and performance. The Tutors will collate a record of their Tutees' comments and targets and discuss any concerns arising in the first instance with the pupil directly and thereafter with the Head of Year or Head of Department as relevant.

Parents' Meetings

Parents are encouraged to contact their child's Form Tutor or Head of Year when they have any concern about wellbeing and progress.

Formal parents' meetings are held once a year for Years 7 – 12 but twice in an academic year for Year 13. These occasions provide parents with the opportunity to meet the teachers, to have a detailed conversation with each of them about the child's progress and to review their strengths and weaknesses both objectively and positively. We believe that it is important that pupils from Year 8 and above accompanies their parent/s to these meetings, as they provide an invaluable opportunity for pupils to learn to assess their performance in a mature and objective manner. All parents receive a written report if they are unable to attend a Parents' Evening.

We have annual presentations for parents of pupils at each of the following stages:

- Year 7: to discuss how their child has settled into the school
- Year 11: information and guidance about navigating year 11
- Year 12: to inform parents about UCAS applications

Every other year we run a Careers Fair

St Mary's Report Cycle:

Year Group	Autumn Term	Spring Term	Summer Term
7	Interim report	Interim report	Full report Exam summary
8	Interim report	Full report	Interim report School exam summary
9	Full report	Guidance meetings	Interim report School exam summary
10	Interim report	Full report	Interim report School exam summary
11	Full report Mock grade summary	Interim report	
12	Interim report		Full report Mock grade summary
13	UCAS predicted grades Full report	Mock grade summary	

References for Pupils

Confidential pupil references are provided for other schools and Sixth Form Colleges. These are not shared with parents or with pupils.

We provide references for universities and Higher Education institutions in the UK and overseas and for potential employers.

Most pupils at St Mary's School, Cambridge proceed to leading universities in the UK. Great care is taken compiling the UCAS reference and agreeing predicted grades. We steer a careful course between under predicting (which runs the risk that courses at some institutions may be out of reach) and over predicting (which runs the risk that the pupil may not meet a high-grade offer). Sixth Form tutors and teachers will discuss predicted grades.

More detail is given to parents at the Year 12 Parents' Evening and we are always pleased to answer individual queries at any time on this important topic.

Complaints

A copy of the School Complaints Policy and Procedure can be found on the school website and will be provided to parents on request.