



St Mary's School

C A M B R I D G E

Reporting and Reference Policy

Scope

This policy is intended for all our pupils from the Early years to the Sixth Form, including the Boarders.

Providing information on Pupils

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 manner in which it handles data.

Providing references for Staff

The School is unable to supply past employees with an open/ "To whom it may concern" references. We supply potential future employers who address the School directly with a reference.

Complaints

We hope that parents and pupils do not have any complaints about the operation of our Reporting and Reference Policy; but copies of the School's complaints procedure can be sent to parents or pupils on request and is on the School website.

Review of Policy

This Policy is the joint responsibility of the Head of Juniors and the Senior School Deputy Head (Academic)

Date of review: January 2020

Date of next review: January 2021

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Junior School Procedure

Written Reports

Written reports are provided for every pupil in Reception 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 Reception (reports) comments on progress in Maths and Literacy as well as their Personal, Social and Emotional Development. Achievements towards the Early Learning Goals are reported in every subject.

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 Reception reports on all areas of the curriculum, as per the autumn report it also refers to achievements in the EYFS 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 Reception teacher meets with the parents of children joining 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

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. All 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.

Reports occur as follows:

Year group	Autumn Term	Spring Term	Summer Term
7	Interim report	Interim report	
8	Interim report	Full report	Interim report School exam summary
9		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	

All of 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

We hope that parents will contact their child's /Form Tutor or Head of Year when they have any concern about wellbeing and progress.

We very much hope that parents/guardians are able to attend the formal parents' meetings which 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 A2 choices and UCAS applications

Every other year we run a Careers Fair

References

We provide references on pupils on request for other schools and Sixth Form colleges, universities and Higher Education institutions in the UK and overseas and for potential employers.

The majority of 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.