



Reporting to Parents Policy

Re-written January 2025 – Review date January 2027

Creating an effective policy for reporting to parents is crucial for maintaining open communication and transparency at Bradford Christian School

1. Purpose

- To ensure parents/carers are informed of their child's progress and development.
- To provide regular updates on both academic and social progress.
- To foster a partnership between school and home.

2. Scope

- This policy applies to all teaching staff and administrators involved in student assessment and reporting.

3. Objectives

- To provide clear, accurate, and timely information about student achievements.
- To identify areas where students may need additional support or intervention.
- To celebrate student successes and progress.

4. Reporting Schedule

- **Informal:** Conversations in the playground, emails and phone calls, stars of week, students of week, messages from school counsellor
- **Formal:** through written reports and various parents' evenings
- **Half termly progress checks:** Brief updates on student progress, covering key subjects and areas of development.
- **End-of-Year Reports:** Comprehensive reports detailing academic achievements, areas for improvement, and social development.
- **Parent-Teacher Meetings:** Scheduled twice a year, to discuss student progress in detail.

5. Content of Reports

- **Academic Performance:** Grades or assessment levels, target grades based on prior attainment, comments on strengths and areas for improvement. The school uses a range of baseline tests to moderate Target Grades including:-
 - Year 1 - Phonics Screening
 - Year 2 - SATs (in house)
 - Year 4 - CAT
 - Year 6 - SATs (in house)
 - Year 8 -CAT

- **Attendance and Punctuality:** Record of attendance and any concerns.
- **Behaviour and Social Development:** Comments on interaction with peers and adults, participation in school activities.
- **Special Educational Needs (if applicable):** Progress towards goals outlined in PupilPassports

6. Communication Methods

- Reports will be made available electronically.
- Additional meetings can be arranged at the request of parents/carers or teachers.
- Use of school communication platforms for interim updates and urgent concerns.

7. Feedback and Review

- Parents/carers are encouraged to provide feedback on reports.
- The policy will be reviewed bi annually to ensure it meets the needs of students and parents/carers.

8. Responsibilities

- **Headteacher:** Ensures the policy is implemented effectively.
- **Teachers:** Prepare and deliver reports according to the schedule.
- **Administration Staff:** Ensure reports are distributed to parents/carers.

9. Confidentiality

- All reports will be treated as confidential and shared only with parents/carers and relevant school staff

Phase	Informal	Formal	Testing	Parent Evenings
EYFS	Daily interaction with parents Updates weekly through the EY log Open days Stay and Play days	Transition meetings into Reception and Y1 End of year report for all reception children	Against early years framework	Twice yearly formal parent evenings
Primary	Daily conversations with parents Ad hoc meetings Emails and phone calls	6 progress checks a year The full report in the summer term covers academic achievement and character development. It shows progress related to target	Year 1 Phonics Screening Year 2 SATS Year 4 CAT	Informal meet the teacher Twice yearly formal parent evenings

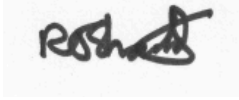

		grades, and includes results of standardised testing.		
Middle	Ad hoc meetings Emails and phone calls	6 progress checks a year with target grades The full report in the summer term covers academic achievement and character development. It shows progress related to target grades, and includes results of standardised testing.	Year 6 SATS Year 8 CATS	Twice formal evenings Options evening for year 8 yearly parents
Upper	Ad hoc meetings Emails and phone calls	6 progress checks a year with target grades (5 in Year 11) The full report in the summer term covers academic achievement and character development. It shows progress related to target grades, and includes results of standardised testing.	Year 11 GCSEs (mocks in February)	Twice formal evenings yearly parents
Autism Provision	Daily conversations with parents/ home school communication books Ad hoc meetings Emails and phone calls Informal cafe events	6 progress checks a year with target grades and Student Passport updates The full report in the summer term covers academic achievement and character development. It shows progress related to target grades, and includes results of standardised testing.	Year 8 CATS Pathway testing (individualised)	Twice formal evenings Annual Review meetings yearly parents

10.0 Review

10.1 This policy should be read in conjunction with the following staff policies:

- Feedback and marking policy

10.2 This policy was re-written in January 2025 and will be reviewed bi-annually. The next review will be in January 2027

Formally agreed through Governors compliance:	February 2025
Signed Richard Shackleton – Chair of Governors	
Signed Jane Prothero – Head Teacher	
Review Date:	January 2027