



## **Littletown Primary Academy**

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# **REPORTING TO PARENTS**

**This Policy was adopted by the People, Curriculum & Learning Committee of  
Littletown Primary Academy**

**On 7 November 2017**

**signed.....  
(Chair of PC&L Committee)**

**Date Policy to be reviewed on:**

**November 2020**

## **SECTION A**

### **A School Policy Statement on Reporting**

#### Rationale

To create clear communication between the school and parents/ carers, enabling them to have a clear understanding of their child's achievement in all areas.

#### Purpose

The purposes of reporting are to -

Involve the child and parent/ carer in knowing and understanding current attainment and progress and their next steps.

Inform the next teacher - in helping to explain what the child has learnt

Celebrate achievement in all areas of the curriculum; raise concerns if necessary; and inform parents about next steps

To enable parents/ carers to be fully involved in their child's education.

Archive information about a child's achievement for future reference

## **SECTION B**

### **Guidelines for Annual Reports**

Each child will have a written report made available to each parent/carer as a hard copy.

Reports will be archived, on the school system for future reference.

The format of the Report(s) differ according to the age of the child and key stage.

These reports will be issued in the Summer Term of each academic year. Parents are invited to respond in writing to the report, or individual parent meetings can be arranged following the report.

Reports will be archived online apart from Nursery reports which will be printed and filed in the child's school portfolio.

Reports from other agencies (doctors, psychologists etc.)

Confidential reports (Social Services and other 'at risk' information) are kept securely in the Principal's office.

## SECTION C

### **Arrangements for Parents meetings**

Individual Parent meetings occur in Autumn and Spring each academic year (February for Nursery). These meetings last ten minutes per child and are timetabled over a few days/evenings. Each parent has access to their child's individual work. These meetings are private and confidential.

In years 1-6, during these meetings, TLC (Termly Learning Conferences), children are invited to share their learning, supported by the teacher, with their parents. Prior to the meeting, teachers work with the children, conferencing them about their learning, to write their TLA (Termly Learning Agreement), which the child, teacher and parent agree during the meeting. As part of the TLC, parents are offered the opportunity to make another appointment, at a mutually convenient time, if there is any other issue they wish to discuss, without the child present.

In addition, children and parents are invited to a TLC (Termly Learning Celebration) open afternoon in July, where children discuss and celebrate their learning with their parent. During this open afternoon, there are no individual meetings, however teachers are available to support any children, if necessary, in talking about their learning.

Parents' meetings may occur at other times throughout the school year:

Foundation Stage: An initial information meeting is held in July for new parents.

Further information meetings occur throughout the year.