



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Academic: Curriculum

Reporting Policy

AIM:

The School aims to provide clear, informative reports which help both parents and pupils
The reports should be positive and provide guidance and targets

SENIOR SCHOOL:

REPORTS:

- Years 7 - 11 receive an interim report in Autumn and Spring term
- Years 7 – 10 receive a full written report each summer.
- Year 11 receive their final report at Eastertime.

PARENTS' EVENINGS

- There is a Parents' Evening for each form every year and it is assumed that parents will make every effort to attend or make alternative arrangements (e.g. attend the Parents' Evening of another year group if possible)

LOWER SCHOOL

REPORTS

- There are interim and annual reports, in line with the Senior School
- Parents are asked to read them carefully and comment. The link between parents and the school is a close one and there are formal and informal opportunities for reporting progress
- Little Pedlars –Y2 have reports based on sound pedagogy.

PARENTS' EVENINGS

- Great importance is attached to Class Parents' Evenings
- It is assumed that parents will make every effort to attend
- Parental co-operation is vital, so that together we can encourage the child to become the complete person that God intended
- There is a meeting for parents whose children are joining Year R before they join the class. Other meetings are arranged when needed
- There is an informal meeting for parents of children moving from Year 3 to Year 4

Appendix – See current protocol for reports

RECORD KEEPING (SENIOR and LOWER)

- It is important records of pupil's progress and their marks are kept
- Staff record pupils' marks in their planners or mark book
- Individual Education Plans are kept in a separate file by the Special Needs Co-ordinator
- Staff record their work in their planners (or on their programme of study)
- These records are important and are needed for staff appraisal, department reviews and for inspections.

Monitoring and Review:

Senior Management/APPC on an annual basis

