

## **PROCEDURES ON REPORTING AND FEEDBACK**

This policy should be reviewed annually and as required by legislation.

<b>Action</b>	<b>Reviewer</b>	<b>Date</b>	<b>Completed</b>
Review	NC	Dec 17	✓
Approved by Governors		June 16	✓
Date for next internal review	NC	Dec 18	
Date for next Board of Governors' approval		June 19	

Notes:

<b>Review policy to be published:</b>	
On website	✓
On portal	✓
In Dropbox	✓

# CITY OF LONDON SCHOOL FOR GIRLS

## PROCEDURES ON REPORTING AND FEEDBACK

### 1. FREQUENCY AND FORMAT OF FEEDBACK

Parents of girls at CLSG will receive at least **one** formal form of feedback per term during their daughter's time at the school. This formal feedback will either be a written report or a verbal report at Parents' Evenings. In between these opportunities for formal feedback, parents can also seek additional feedback from their daughter's teachers or tutor according to need. The use of email is encouraged for this purpose as it provides a quick and easy tool for communication between the school and parents. In addition to this, the school monitors internally the academic progress of girls every half term and, should any concerns arise, parents will be contacted by their daughter's tutor or Head of Year.

In the Spring Term, parents of girls in Years 11 to 13 will also have access to their daughter's results in GCSE, AS and A-level mock exams on their daughter's profile page on the portal. In the Summer Term, parents of girls in Year 10 will also have access to their daughter's results in internal exams on their daughter's profile page on the portal.

Students in Years 8 and 9 do not receive grades for their summer exams. Rather than focus on a grade, students are encouraged to concentrate on what they learnt from the exam and what they need to do to improve. Reference to overall attainment is made in Year 8 and 9 summer reports and teachers will use the summer exam as one source of evidence for their judgements. If a student's performance in summer exams were of a particular concern the Head of Section would contact parents directly.

#### **1.1 Prep School**

In the Prep School, the pattern of formal feedback opportunities is as follows:

	<b>Autumn Term</b>	<b>Spring term</b>	<b>Summer Term</b>
<b>YEAR 3</b>	Parents' evening Target setting report	Parents' evening Target setting report	Full report and exam results
<b>YEAR 4</b>	Parents' evening Target setting report	Parents' evening Target setting report	Full report and exam results
<b>YEAR 5</b>	Parents' evening Target setting report	Parents' evening Target setting report	Full report and exam results

<b>YEAR 6</b>	Parents' evening Target setting report	Parents' evening Target setting report	Full report and exam results
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## 1.2 Senior School

In the Senior School, the pattern of formal feedback opportunities is as follows:

	<b>Autumn Term</b>	<b>Spring term</b>	<b>Summer Term</b>
<b>YEAR 7</b>	Parents' evening	Report	Parents' evening
<b>YEAR 8</b>	Report	Parents' evening	Report
<b>YEAR 9</b>	Report	Parents' evening	Report
<b>YEAR 10</b>	Parents' evening	Report	Parents' evening End of year exam results grid
<b>YEAR 11</b>	Report	Parents' evening Mock exam results grid	N/A
<b>YEAR 12</b>	Parents' evening	Report In-class assessment results grid	Parents' evening End of year exam results grid
<b>YEAR 13</b>	Report	Parents' evening Mock exam results grid	N/A

## **2. SCHOOL REPORTS**

Grades are not used on reports for Years 3 to 9. From Year 10, reports include attainment grades and correspond to the public examination grades the student is preparing for. These grades describe the level the student is currently working at rather than a prediction of the final grade.

In the Prep school, target setting reports written by form teachers are issued in the Autumn and Spring Terms. Full reports, written by Prep form teachers and all members of Senior School staff who teach in Prep are issued at the end of the Summer Term.

## **3. PARENTS' EVENINGS**

In the senior school, parents' evenings usually take place in Main Hall. There is no appointment system. Parents should spend 5 min with each member of staff in Years 7 to 11 and 10 min in Years 12 and 13. During parents' evenings, Heads of Section and Heads of Year are also available for consultation and parents may also request

a meeting with the Headmistress. There is no formal documentation issued at parents' evening, but parents may wish to make their own notes to keep a record of their conversations with staff.

In the Prep, parents' evenings take place in form rooms. There is a 10 minute appointment system which is arranged in advance. The Head of Prep is also available for appointments.