|  |
| --- |
| Littletown |
| **Littletown Primary Academy** **Honiton Bottom Road, Honiton, Devon, EX14 2EG**01404 548749admin@littletown.devon.sch.uk[www.littletown.devon.sch.uk](http://www.littletown.devon.sch.uk) |

**REPORTING TO PARENTS**

**On 10 November 2020**

**signed…………………………………………………..**

**Date Policy to be reviewed on:**

**November 2023**

**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 Autumn, Spring and Summer Terms 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.

**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.

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.