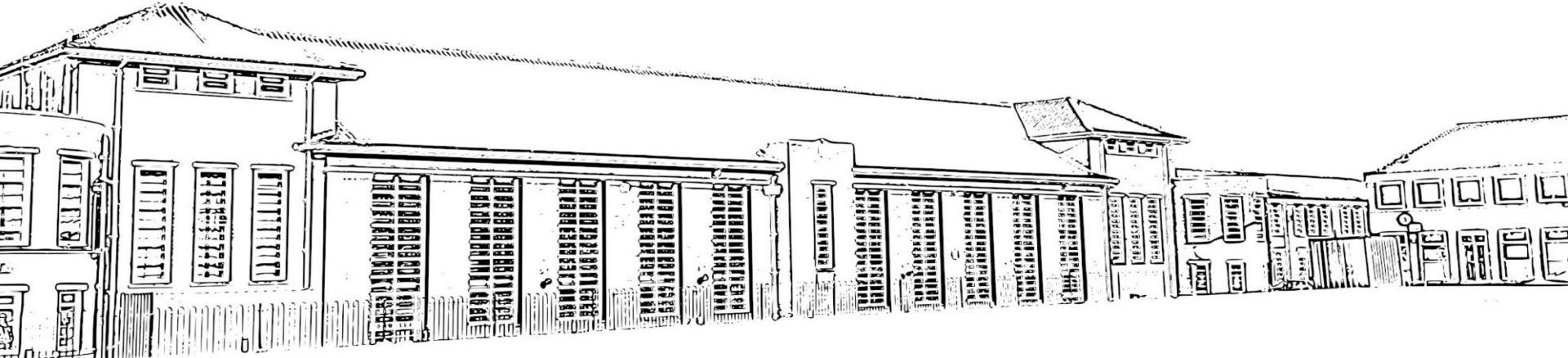


# KS3 & KS4 Full & Short Reports

*A Guide for Students and Families, 2024 - 2025*



# When do can I expect reports And Progress Evenings?

## Autumn Term

<b>25 Oct 2024</b>	Year 11, 12 & 13 Short Reports
<b>27 Nov 2024</b>	Year 7 Short Reports
<b>11 Dec 2024</b>	Year 9 Full Reports
<b>20 Dec 2024</b>	Year 8 & 10 Short Reports

## Spring Term

<b>22 Jan 2025</b>	Year 11 Full Reports
<b>12 Feb 2025</b>	Year 12 Full Reports
<b>21 Feb 2025</b>	Year 9 Short Reports
<b>12 Mar 2025</b>	Year 7 Full Reports
<b>19 Mar 2025</b>	Year 10 Short Reports
<b>26 Mar 2025</b>	Year 11 & 13 Short Reports

## Summer Term

<b>2 Apr 2025</b>	Year 8 Full Reports
<b>16 Jul 2025</b>	Year 10 Full Reports
<b>18 Jul 2025</b>	Year 7, 8 & 9 Short Reports

## Autumn Term

<b>7 Nov 2024</b>	Year 11 Progress Evening (15.15 - 18.15)
<b>21 Nov 2024</b>	Year 11 Pathways Evening (17:00 - 18:30)
<b>28 Nov 2024</b>	Year 12 & 13 Progress Evening (15.15 - 18.15)
<b>12 Dec 2024</b>	Year 7 Progress Evening (15.15 - 18.15)

## Spring Term

<b>23 Jan 2025</b>	Year 9 Pathways Evening (17:00 - 18:30)
<b>30 Jan 2025</b>	Year 8 Progress Evening (15.15 - 18.15)
<b>13 Mar 2025</b>	Year 9 Progress Evening (15.15 - 18.15)

## Summer Term

<b>1 May 2025</b>	Year 10 Progress Evening (15.15 - 18.15)
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# Why do we have reports?

- **To share information about your progress in school**
- **This progress includes:**
  - **Subject scores and grades (Year 7 - Year 9)**
  - **Subject targets (Year 10 - Year 13)**
  - **Subject performance (full reports)**
  - **Attendance percentages**
  - **Attitudes to Learning scores (effort, punctuality and behaviour)**
  - **Positive and negative behaviour points**

# When do we receive reports?

- Each year group typically receives a report each term
- Two of these reports will be 'Short reports'
- One will be a 'Full Report'
- Summer term reports will also contain exam results information (percentage achieved and position within the class)

- **All year groups have targets as follows:**
  - **Year 7, Year 8 and Year 9 have a target of Good / Excellent for all subjects**
  - **Year 10 and Year 11 have a GCSE grade or BTEC level and award for each subject**
  - **Post 16 students have an A Level grade and BTEC Level 3 awards set by ALPs as a minimum expected grade for each subject**

- **Targets are set at the perceived highest achievable level for a student. We set targets using:**
  - **Test data such as:**
    - **National tests (reading and numeracy)**
    - **Cognitive Ability Tests (CATs)**
  - **Prior achievement from exams and assessments**
  - **Class performance to date**
- **Targets can reset each year based on new data and are shared via the autumn reports**

# What are Short Reports?

- These reports contain data alone
- They will have the information shared on the earlier slide
- They look like this → (KS3 example)

Susie Anderson

Year 7 Progress Report – Autumn Term 2022/2023

Form: 7L12

Attendance: 93.4%

Positive Achievement Points: 251

Form Tutor: Mrs L. Selge

Number of Lates: 8

Negative Behaviour Points: 14

*The following subjects are clustered together and are taught in sets from 1 (highest) to 3. Students are placed in a set based on their potential which is identified using a range of information.*

Subject	Teacher	Set (1-3)	Progress in Learning (Autumn)	Attitudes to Learning		
				Punctuality	Effort & Participation	Respect & Behaviour
English	Ms K. Anthony	2	Yellow	Yellow	Green	Green
Welsh	Mrs J. Easter-Thomas	2	Yellow	Green	Yellow	Yellow
French	Mrs H. Hill	2	Yellow	Green	Yellow	Yellow
Geography	Mr D. McGriete	2	Yellow	Green	Green	Green
History	Mr M. Moruzzi	2	Yellow	Green	Green	Green
Religion & Ethics	Miss N. Huggleston	2	Yellow	Yellow	Green	Green

*The following subjects are clustered together and are taught in sets from 1 (highest) to 4. Students are placed in a set based on their potential which is identified using a range of information.*

Subject	Teacher	Set (1-4)	Progress in Learning (Autumn)	Attitudes to Learning		
				Punctuality	Effort & Participation	Respect & Behaviour
Maths	Mr O. Hopkin	1	Yellow	Green	Green	Green
Science	Dr D. Richards	1	Green	Green	Green	Green
ICT	Mr C. Patalano	1	Yellow	Red	Red	Yellow

*The following subjects are taught in mixed ability form groups. Students are assigned a band based on their ability and potential in the subject from 1 (highest) to 4.*

Subject	Teacher	Band (1-4)	Progress in Learning (Autumn)	Attitudes to Learning		
				Punctuality	Effort & Participation	Respect & Behaviour
Art	Miss K. Nash	3	Yellow	Red	Red	Red
Design Technology	Mrs C. Sturgess	3	Yellow	Yellow	Yellow	Yellow
Performing Arts	Mrs L. Leith	1	Green	Green	Green	Green
PDS (Personal Development & Skills)	Mrs D. Stewart	2	Yellow	Red	Yellow	Yellow
Physical Education	Mrs R. Saunders	1	Green	Green	Green	Green

# What are Short Reports?



Year 9 Progress Report – Autumn Term 2023/2024

Form: 9L13  
 Attendance: 91.0%  
 Positive Behaviour Points: 297

Form Tutor: Miss R. Fenton  
 Number of Lates: 0  
 Negative Behaviour Points: 14

- Here is a KS4 report

Subject	Teacher	Target	Prediction (Autumn)	Punctuality	Effort and engagement	Respect and behaviour
Art & Design	Miss S. Ferguson	6b	6c	1	1	1
Cymraeg	Mrs A. Hughes	5b	5c	1	2	1
Design Technology	Mrs C. Sturgess	6b	6c	1	1	1
English	Mr T. Kaye	6c	5b	1	2	1
French	Mrs C. Bassett	6a	6c	1	2	1
Geography	Mr D. McGrielle	5a	5a	1	1	1
History	Mr J. Bradshaw	6b	5a	2	1	1
ICT	Mr C. Patalano	6a	6c	1	2	2
Mathematics	Mr E. Hardee	6a	5a	1	2	1
Performing Arts	Mr R. Jones	5a	5c	1	1	1
Physical Education	Mrs E. Blackburn	6c	6c	1	1	1
Religion & Ethics	Miss N. Huggleston	6b	6c	1	1	1
Science	Mrs J. Bates Dr D. Richards Mrs C. Forde	6a	6c	1	2	1

Attitudes to Learning Scale (Punctuality, Effort and engagement, Respect and behaviour)			
1 - Always	2 - Mostly	3 - Sometimes	4 - Rarely



- **These also have the same data as short reports but also contain written information from subject teachers**
- **A new style of reports has been introduced. These reports contain:**
  - **Course information (themes, topics, skills and assessments)**
  - **Student strengths**
  - **Student's targets for improvement**
  - **Form tutor comment**

# What are Full Reports?


- **KS3 report** →

(KS4 reports will have target grades and professional predictions included).

<b>Subject: History</b>
<b>Course Information</b>
<b>Theme(s)</b> Conflict: Equality & Rights and Power & Leadership
<b>Topic(s)</b> The Tudors; the English Civil War and the First World War
<b>Subject Specific Skills</b> Source analysis, interpretation and discussion writing skills
<b>Formal Assessment(s)</b> Two extended writing pieces (autumn and spring terms); end of year exam

Student Progress & Attitudes to Learning				
Set (1-4)	Progress in Learning	Punctuality	Effort and engagement	Respect and behaviour
4	2	1	2	2
<b>Strengths</b>				
<ul style="list-style-type: none"> <li>• Shows a good understanding of the topics studied this year and is making pleasing progress</li> <li>• Uses historical sources for information and has started to evaluate these</li> </ul>				
<b>Areas for Development - Targets for Progression</b>				
<ul style="list-style-type: none"> <li>• Develop the evaluation of historical sources by focusing on their strengths and weaknesses</li> <li>• Proofread work, write in full sentences and use capital letters and full stops appropriately</li> <li>• Develop a deeper historical understanding by researching other historical developments and events</li> </ul>				

# What are Full Reports?

- Post 16 reports include a detailed paragraph about students performance in each subject 
- These reports are also used to create a UCAS reference

Subject: History

Teacher: Mr [redacted]

Target	Prediction	Punctuality	Effort and engagement	Respect and behaviour
A	B1	1	1	1

**Teacher Comment:** [redacted] has made excellent progress in history since the start of Year 11. She is focused in lessons, completes all work that is set, and makes valuable contributions to class discussion. She has shown a very good knowledge and understanding of the topics studied this year on London in the 19th century, the Jack the Ripper murder investigation and health and medicine over time. She is able to produce detailed work and evaluate sources fully. She should now work on developing her explanations. In home-learning tasks, Imogen has worked well, and has completed all written tasks by the deadline, though she should ensure that she keeps up with online retrieval tasks. In the modular exam on Germany, which is worth 25% of the GCSE, she achieved a B. This is a very promising grade, and can be improved further by focusing fully on the question each time. If she can do this, I am confident that she will meet her potential in history.

# How should we use reports?

- **Students and their families are encouraged to read reports carefully. They can consider the questions on the following slide**
- **It is important to note the key areas for improvement and discuss how these can be achieved**
- **Set targets for the end of the following term including:**
  - Attendance percentage
  - Behaviour points
  - Progress in subjects (choose three)

**Continued on next slide...**

- **Keep the report to reflect back on when you receive your next one - you can then measure your progress.**

## **Questions to consider when reading the report:**

- *What is my attendance percentage? (If below 100%, how can I improve this?)*
- *What are my positive and negative points? What behaviours in class give me these points? Do I need to change my behaviour?*
- *Which subjects am I doing well in? What are my main strengths?*
- *Which subjects am I'm not doing well in? What do I need to do to improve?*
- *What do I want my next report to look like?*

# Full & Short Reports

*Please contact your Progress Leader if you have any queries.*

