



Wetherby Kensington
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Report Writing Policy

Policy reviewed by: Helen Milnes and Charlotte Tarrant

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Next review date: July 2022

Reviewer's Signature: *Helen Milnes* *Clmtarrant*

Head Teacher's Signature: *Helen Milnes*

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Report Writing Policy

Rationale

Wetherby Kensington uses written reports as a formal process of reporting progress to parents. Reporting to parents is an integral part of the school's effort to remain open and accountable to the parent community it serves. Reporting works to empower parents with the accurate knowledge they require to be true partners in the continuing education of their children.

- Written reports aim to provide a formal update of an individual boy's progress through the term
- Reports are accompanied by examination results in Year 1 (summer term), Year 2 (all terms) and Year 3 (autumn and summer terms)

General Information

- Written reports are completed at the end of the autumn and summer terms and will be completed electronically
- The format of reports is the same across all year groups
- The autumn report is shorter than the summer report. Reports in the autumn term will cover maths, English, a class teacher comment and a comment from the Headmistress
- The summer report will cover all subjects taught, a class teacher comment and a comment from the Headmistress
- Reports are written for every subject area taught in the summer term in Reception, Years 1, 2 and 3 are written by the teacher who teaches that subject to a class
- There will always be a comment from the Headmistress in the autumn and summer term reports
- The minimum and maximum number of words to be written in a report are detailed in the report word count document.
- All reports must be completed by the given due date as specified in the report writing deadline document issued in the autumn and summer terms

Procedures

1. Each teacher, including specialists (all reports written by anyone other than the class teacher), should initially write reports as a separate word document (for each subject)

and then once checked by a member of SLT they can be uploaded onto the report template

2. Once complete, and self-checked, the word document should be given to the designated member of SLT for proof reading
3. Reports are returned to the writer to make necessary alterations
4. When all alterations have been made and approved, reports can be uploaded to the report template by the author
5. The Headmistress will chase up any outstanding reports or effort grades
6. Class teachers are also responsible for ensuring all effort grades have been entered and reports are formatted correctly:
 - Arial font, size 10
 - No paragraphs
 - Justified
 - Single spacing between lines
 - No spaces at the end of a comment
 - Comments do not run over two pages
7. Should a class teacher wish they may print off a copy of reports for proof reading by self. At this stage all aspects of report should be completed except for Headmistress' comments
8. The classroom teacher's form reports must be given to the Headmistress for addition of the Headmistress' comments, this should also be in a word document
9. Once reports have been completed the class teacher should talk to the member of SLT who is proof reading their reports to find out whether they want the reports printing for the final check
10. Once approval has been given by the Headmistress or member of SLT, they should be printed by the class teacher
11. Reports should be signed by the class teacher and then given to the Headmistress to sign. They should all be signed in black pen
12. The Headmistress will then return signed reports to the class teacher
13. It is **not** necessary to photocopy these reports as there is a copy of this on the staff shared area
14. Teaching assistants or class teachers are responsible for labelling envelopes and ensuring the correct report folder goes into the envelope and a duplicate is made for divorced/separated parents

15. All reports/music reports/SEND reports must be placed in report folders with any additional information. Exam results will have been sent home already
16. Envelopes are not to be sealed until the Headmistress has given final clearance. (This is usually on the last morning of term)
17. Copies of reports which need to be posted must be delivered to the school office – this is normally with reference to divorced parents
18. Reports will be dispatched to parents on the last day of term. Parents/carers not collecting their child must contact the school in order to give permission for their child's report to go home with another parent/carer. If this is not given the report will be posted home
19. Any reports not collected through absence will be posted

Helpful reminders

- Please ensure that **ALL** deadlines are adhered to. If you foresee an issue this must be discussed prior to the due date
- As soon as you have finished writing a report for a subject area, please hand this in to be checked even if it is earlier than the date specified in the report writing deadline document
- Please do go and see the member of SLT who is checking your reports if you are worried about any aspect. e.g. writing a comment for a difficult child / child with SEND etc.
- Please refer to the Report Writing Guidelines document for help or talk to a member of SLT if you require any help with writing your reports

Exam Results

- All exam results must be entered into individual spreadsheets on school server

Report Definitions

Attitude to learning (Autumn and summer terms):

- A** Excellent
- B** Very Good
- C** Good
- D** Needs to improve

Attainment: (Autumn term)

- WA+** **Working well above** this term's objectives
- WA** **Working above** this term's objectives
- WIL** **Working in line** with this term's objectives
- WT** **Working towards** this term's objectives

Attainment: (Summer term)

- WA+** **Working well above** this year's objectives
- WA** **Working above** this year's objectives

WIL **Working in line** with this year's objectives

WT **Working towards** this year's objectives

Basic Report Format

As a rule, reports should be constructed in the following manner:

- Positive, general comment to start
- Reference to work and results (exams) throughout the term
- An area for development or future target (at least one)
- A positive or enthusiastic comment to conclude

Report Consistencies

- When writing English reports, creative writing and comprehension should be referred to first, before discussing grammar and spelling
- Boys' names must be as printed on registers and be consistent throughout report. **Preferred names may be used with permission from parents.** It is the class teachers responsibility to check this and to inform all other report writers
- Ensure there are no negative 'surprises' in reports – all of these should have been discussed either in parents' evening or prior to receiving a written report
- Ensure all grades match up with comments. Do not talk positively and then give a poor grade
- Do not write too much. All comments should be concise (rather than rambling monologues)
- Refrain from using personal opinion outside the final comment
- All year groups should be referred to as Year 1 (capital and numeral)
- All subjects have lower case letters except English and French (and acronyms such as PE)
- One space after a comma and full stop

The Apostrophe

Use an apostrophe to...

- to denote ownership of a singular person or thing
 - Harry's bag
 - The teacher's day
- To denote ownership for plural possessions
 - Parents' evening
 - Boys' scarves
- No apostrophe for plurals
 - The teachers are mean

PLEASE ALSO REFER TO WETHERBY REPORT WRITING GUIDELINES DOCUMENT

This policy will be reviewed annually