

REPORTING POLICY

Review: September 2025
Next Review: September 2026
Review by: Deputy Head, Heads of Department

Refer also to:

Teaching and Learning Policy
Curriculum Policy
Prep Policy
Prizes and Commendations
Assessment and Marking Policy

Reporting

Through our reporting system, we aim to communicate a pupil's progress accurately and regularly to both the pupil and to parents.

Written reports

Pupils in First to Third Years receive Checkpoint reports that include Attainment and Engagement grades, plus Achievement and Action comments to provide praise and opportunity for improvement.

Pupils in Fourth Year and above receive regular Review reports that include attainment, engagement and target grades plus action points for improvement. Reviews will also include a Progress to Target Grade to indicate if a pupil is on track to achieve the target grade. This includes End of Year exam and Mock exam reviews.

Grade descriptors for engagement and attainment are given in the Marking and Assessment Policy, and included in MySchoolPortal (MSP) publication of checkpoints and reviews.

Pupils review these reports with their tutors and discuss targets for the coming term, based on these reports. Reports are processed through our information system, *iSAMS*. The reports are then posted on the MSP for parents and pupils to access.

Following the production of a report, a PowerBI summary of engagement and attainment grades is circulated to relevant staff by the Deputy. This calculates average engagement and highlights grades of concern.

Following the production of a grade card for Fifth Year and Sixth Form mock exams, a summary is circulated which colour-codes the grades obtained vs Yellis and ALIS. Progress summaries are also circulated following internal summer exams for First to Fourth Years plus Lower Sixth.

Progress is then discussed with tutors but the colour-coding is normally kept confidential to staff; we feel that parents and pupils would not understand the nuances of the CEM grades and could have a negative impact on pupil performance.

PARENTS' MEETINGS

There are one or two meetings each year for each year group where parents can meet all their child's teachers and tutors to discuss her progress. These meetings are usually held on a Friday evening in person, or on other days of the week online. Pupils are invited to accompany their parents, and indeed are strongly encouraged to do so in the GCSE and Sixth year groups. Parents are also welcome to meet ad hoc with teachers and tutors should they wish to do so. There are also opportunities to discuss progress and raise any concerns at Parent-Tutor social events.

For the schedule of Reports, Parents Meetings and monitoring please see the spreadsheet of dates below.

REPORTING CYCLE - 2025-26 inc. PARENTS EVENINGS AND EXAMS								
All report dates are portal upload dates								
Week		Year Group						
Number	Week Commencing	1st	2nd	3rd	4th	5th	L6	U6
1	01-Sep							
2	08-Sep				Parents - Tutor Social		Parents - Tutor Social	Parents - Tutor Social
3	15-Sep	Parents - Tutor Social	Parents - Tutor Social					
4	22-Sep			Parents - Tutor Social				
Exeat								
5	29-Sep						Review (Attainment and engagement only)	
6	06-Oct					Taster sessions Parents - Tutor Social & "Godolphin Sixth Information Evening" AND REVIEW (Full)		Review (Full)
7	13-Oct				Review (Attainment and engagement only)			
	20-Oct							
	27-Oct							
8	03-Nov			Checkpoint WWW/EBI			Parents' Evening	
9	10-Nov			GCSE Info Evening / Fair				
10	17-Nov				Parents' Evening VIRTUAL Tuesday			
Exeat								
11	24-Nov							Parents' Evening
12	01-Dec		Checkpoint WWW/EBI (release with time for staff to stagger)					
13	08-Dec	Checkpoint WWW/EBI (release with time for staff to stagger)					Review (Full)	
	15-Dec							
	22-Dec							
	29-Dec							
14	05-Jan			Parents' Evening		Exam Week		
15	12-Jan						Exam Week	
16	19-Jan							Some Exam Spillover?
Exeat								
17	26-Jan				Review (Full)	Mock Review - middle next week		
18	02-Feb					Parents' Evening		
19	09-Feb			Options Deadline		Options Deadline		Mock Review
	16-Feb							
20	23-Feb	Parents' Evening					Review (Full)	
21	02-Mar							
22	09-Mar						Higher Ed - Wednesday inc Parents	
Exeat								
23	16-Mar		Parents' Evening	Checkpoint WWW/EBI NOT TUTOR COMMENT			Higher Ed - Wednesday inc Parents	
24	23-Mar					Review (Full)		Review (Full)
	30-Mar							
	06-Apr							
	13-Apr							
25	20-Apr				Review (Full)			
26	27-Apr							
Exeat								
27	04-May						Review (Full)	
28	11-May				Parents' Evening Friday			
29	18-May						Parents' Evening (Virtual) Tuesday	
	25-May							
30	01-Jun	School Exams	School Exams	School Exams	School Exams		School Exams	
31	08-Jun							
32	15-Jun							
Exeat								
33	22-Jun							
34	29-Jun	Grade Card inc comment	Grade Card inc comment	Grade Card inc comment and TUTOR comment	Review (Full)		Exm Review (Full)	
35	06-Jul							