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# SAINT NICHOLAS SCHOOL

## REPORT WRITING POLICY

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*Note: This policy applies to all sections of the school including EYFS*

Reviewed Oct 2019

Review Date Oct 2021

### 1. GENERAL PRINCIPLES

When writing reports it is useful to keep in mind the following principles.

- Avoid unnecessary jargon; pupils will read their reports, and parents are usually most interested in the overview.
- Keep comments clear.
- Write specific rather than general comments.
- Refer to whether or not the pupil is happy, settled, and behaving well.
- Refer to attainment and progress to give parents clear understanding of progress.
- Recognise effort as well as attainment.
- Refer to strengths and areas for improvement with some targets for improvement clearly identified.
- Advise parents about how they can help and support their pupil.

### 2. WHAT MAKES A GOOD REPORT?

#### 2.1 Work covered

Comments should not consist of a list the work covered during the term/year. The report needs to

- include constructive and positive comments
- be clear and realistic
- Refer to how the pupil has fared with the topics or the curriculum as a whole.

#### 2.2 Highlight achievements and weaknesses

Comments must highlight

- achievement with reference to work/topics covered
- weaknesses - with clearly identified targets to indicate the way forward for the pupil.

#### 2.3 Honesty

If we are not honest we do not do the pupil any favours, we present a misleading picture to parents and we do not provide professional support for our colleagues.

#### 2.4 Attitude and application

Attitude and application during lessons is important and should be commented upon. This includes the pupil's effort and interest – his/her 'work ethic'.

#### 2.5 Behavioural issues

Behavioural issues must be recorded together with a suggestion for improvement and how to achieve this. However, the report should not be the first indication that behaviour is of concern. Such concerns must be discussed with parents prior to any written comment.

## 2.6 Accuracy & grammar

A good report comment reads well, is informative and constructive, is well structured and is grammatically correct.

## 2.7 Proof-reading

Proof-reading is essential and final reports should not be submitted until this process is complete. Spellings must be checked. The responsibility for checking is principally the report writer's. If form teachers subsequently find errors they will refer these to the teacher for correction.

## 3. TARGETS

### 3.1 Reports

- offer an opportunity to show pupils what they know, understand and can do
- give pupils helpful feedback on their achievements
- must include the setting of clear targets for improvement

### 3.2 Targets should

- make clear the pupil's areas for development
- enable pupils to understand what they have to do to attain specific levels and grades
- inform pupils what they must aim for in order that they can learn more effectively
- targets should be SMART

## 4. EFFORT GRADES

These are:

1. Effort is excellent
2. Effort is good
3. Effort has been acceptable
4. Effort is inconsistent
5. Work shows no evidence of any real effort

Take care with grade / comment mismatch e.g. 'has worked hard this term' with a 3 for effort.

## 5. FORM REPORTS

Form teacher reports should cover three areas. These are:

- a summative paragraph commenting on the pupil's overall academic progress and achievements is a useful start to the report.
- A comment upon a pupil's contribution to the form, helpfulness, cooperation with others etc .Overall attitude and application during lessons is important as are contributions to school life and should be commented upon.
- A comment on the pupil's involvement in extra-curricular activities, sports teams, music, drama, DoE, etc. Acknowledge out of school achievements where possible.

## 6. MAKING THE TASK WORKABLE

### 6.1 House style and tone

Please refer to the House Style document which is available on the Staff Area at

<https://sites.google.com/a/saintnicholasschool.net/staff-area/reporting-progress/Written-reports/house-style>

Here you will find advice and suggestions on how to write a report.

## **6.2 Copy & Paste**

It is often useful to use the 'copy and paste' facility. However use it very carefully as there are many pitfalls to this approach.

It is tempting to write about four paragraphs and then cut and paste one of them onto each pupil's report. This gives a 'best fit' effect and a set of reports which are not strictly accurate.

When you have cut and pasted in a report, it is very important to see if the details need amending to suit the individual. Particular care is needed with reports sent to parents of siblings, especially twins, or parents who are close friends.

Before you cut and paste, proof read it at least twice, because if you make a mistake you have to keep on correcting it on every report. Also, it's wise to do all of one gender first, so that you do not have to waste time changing all the pronouns – he/she, him/her.

Please ensure that the child's name is correct, especially when copying and pasting comments.

## **7. COMMENT BANKS**

A Comment Bank facility is part of the ENGAGE software. See

<https://sites.google.com/a/saintnicholasschool.net/staff-area/engage/comment-banks>