

Report Guidance: 2023-24

1. Key Stage 3 / 4 reports

Autumn Term:

- In this cycle, students will receive grades from their **subject teachers** on their Attitude to Learning (AtL), Home Learning (HL), and Organisation and Deadlines (Org). **Form Tutors** will provide a Uniform Grade.
- Year 11 will receive a comment from their **Performance Director**.

Spring Term:

- In this cycle, students will receive grades from their **subject teachers** on their Attitude to Learning (AtL), Home Learning (HL), and Organisation and Deadlines (Org). **Form Tutors** will provide a Uniform Grade.
- Additionally, students will receive **comments from their form tutor only**. These comments could focus on a number of areas including pastoral development, behaviour and attitudes, involvement in extracurricular activities, and their relationships with peers.

Summer Term:

- In this cycle, students will receive grades from their **subject teachers** on their Attitude to Learning (AtL), Home Learning (HL), and Organisation and Deadlines (Org). **Form Tutors** will provide a Uniform Grade.
- Additionally, students will receive comments by their **Performance Director** and the **Headteacher**. These comments will provide an overall picture of the student's academic and pastoral performance over the course of the year and will be celebratory in nature.

KS3 / KS4 - Core Competencies - Descriptors

In each report, subject teachers will provide an assessment of a student's performance against our three **Core Competencies**. An explanation of each is given below.

- **Attitude to Learning (AtL)** - *An assessment of this student's attitude towards - and engagement with - the subject. AtL grades will reflect a number of indicators including effort and application in lessons, verbal contributions, quality of written work, and focus and engagement.*
- **Home Learning (HL)** - *An assessment of the quality and consistency of this student's Home Learning, as well as the effort the student is exerting.*
- **Organisation and Deadlines (Org)** - *An assessment of this student's organisation (including equipment) and their consistency in meeting Home Learning deadlines.*

For each of the Core Competencies, the following descriptors will be used.

Attitude to Learning:

1	Excellent: This student always gives their best effort in the completion of their classwork. This student is focused and attentive in lessons, showing an excellent level of engagement. They engage positively with their lessons, regularly participate in class discussion, and work well with their peers.
2	Good: This student mostly gives their best effort in the completion of their classwork. This student is mostly focused and attentive in lessons, showing a very good level of engagement. They engage positively with their lessons, making good contributions and working well with their peers.
3	Requires Improvement: This student sometimes gives their best effort. This student gives inconsistent focus and is not always as attentive in lessons as they should be, which is undermining their progress. They mostly engage well with their lessons, but there is room for improvement.
4	Cause for concern: This student rarely gives their best effort, either not completing the work set or producing work below their capability. This student often lacks focus in lessons and may disrupt the learning of others. This student must engage more positively with their lessons.

Home Learning:

1	This student always gives their best effort in the completion of their Home Learning.
2	This student mostly gives their best effort in the completion of their Home Learning.
3	This student sometimes gives their best effort in the completion of their Home Learning.
4	This student rarely gives their best effort in the completion of Home Learning.
-	This student has not been in school for an extended period of time and therefore cannot be awarded a grade.

Organisation and Deadlines:

1	This student is always organised for their lessons. They have all the correct equipment, books, and learning materials. They organise their work well and always meet Home Learning deadlines.
2	This student is nearly always organised for their lessons. They will have all the correct equipment, books, and learning materials the majority of the time. They mostly organise their work well and mostly meet Home Learning deadlines.
3	This student's organisation requires improvement. They may not always have the correct equipment, books, and learning materials. They do not organise their work well and sometimes miss deadlines for Home Learning.
4	This student's organisation is a cause for concern. They rarely have the correct equipment, books, and learning materials. They regularly miss deadlines for Home Learning.
-	This student has not been in school for an extended period of time and therefore cannot be awarded a grade.

Uniform Grade:

A	Excellent	Always neatly presented in the correct school uniform.
B	Very good	Nearly always well presented in the correct school uniform .
C	Requires Improvement	Is usually well presented in the correct school uniform most of the time (occasionally reminded).
D	Cause for concern	Rarely well presented in the correct school uniform and often has to be spoken and reminded about this

KS3 - Progress:

At KS3, progress is reported by a number of * symbols. The meaning is described below:

****	Making exceptional progress . On track to achieve or exceed aspirational target. Working towards the upper end of target range.
***	Making better than expected progress . On track to achieve aspirational target. Working towards the upper end of target range.

**	Making expected progress . On track to achieve aspirational target. Working towards the middle of target range.
*	Making less than expected progress . Not currently on track to achieve aspirational target. Working towards the bottom end of target range. Should seek and act on advice from subject teacher on how to progress.
–	Absent

Key Stage 5 reports:

Meeting Deadlines Grade:

1	Excellent	Always meets deadlines
2	Very good	Nearly always meets deadlines
3	Requires Improvement	Has missed deadlines regularly
4	Very poor	Has missed many deadlines

Effort Grade:

1	Excellent	Excellent effort towards studies
2	Very good	Very good effort towards studies
3	Requires Improvement	Effort level is inconsistent and therefore requires improvement
4	Very poor	Very poor overall effort