



VARNDEAN
SCHOOL

Factsheet for parents

Student Progress Reports to Parents

What reports will I receive and when?

Throughout each academic year at Varndean School families will receive **five** reports for their child.

The **written annual report** is completed by the form tutor and provides a holistic overview of the student's: progress grades; attendance; achievements; behaviour and punctuality as well as tutor observations about these markers and the student's attitude to learning, contribution to the tutor group and wider school community. The date of publication of the annual reports is available to view on the school website calendar.

In addition to the annual report, more frequent **progress grade summaries** are also published at the end of each 9 week learning cycle.

How will I know how my child is doing in a specific subject?

For more detailed subject information teachers are expected to provide an annual progress call to parents if/when requested. We believe that a conversation between a parent/carer and teacher for 5 minutes over the telephone is more beneficial than a written report.

How do I arrange a progress call?

Parents/carers are welcome to contact any teacher at any time via email. During the school day teachers are timetabled for a number of lessons which means they are not usually contactable by telephone, however, parents/carers can use the staff page on the school website to contact staff by email to arrange a mutually convenient time for the teacher to call back. Alternatively, messages can be left with reception staff, or conversations can take place via email.

How else can I speak with a teacher?

In addition to the progress call and the annual parents evening, you are of course welcome to contact teachers to request a meeting about a specific concern at any point in the year via email or telephone as is usual practice.

What is a learning cycle?

The Varndean School academic year is split into **four learning cycles** of nine week durations. At the end of each learning cycle a period of assessment takes place and student progress data is collected. This data is then published within Varndean PLUS for you to view, alongside a student's attitude to learning grades.