



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals
- To stimulate generous service of others

Academic: Curriculum

Reporting Policy

AIM:

The School aims to provide clear, informative reports which help both parents and pupils
The reports should be positive and provide guidance and targets

SENIOR SCHOOL:

REPORTS:

- Years 7 - 10 receive an interim report in the Autumn and Spring term. The format was updated for Autumn 2008
- Years 7 – 11 receive a full written report annually with Year 11 receiving their final report after the Mock Examinations

PARENTS 'EVENINGS

- There is a Parents Evening for each form every year and it is assumed that parents will make every effort to attend or make alternative arrangements (e.g. attend the Parents Evening of another year group if possible)

LOWER SCHOOL

REPORTS

- There are interim and annual reports, in line with the Senior School
- Parents are asked to read them carefully and comment on it. The link between parents and the school is a close one and there are formal and informal opportunities for reporting progress
- Years PR – 2 have their own style of report

PARENTS' EVENINGS

- Great importance is attached to Class Parents Evenings where there is an exchange of views between parents and teachers
- It is assumed that parents will make every effort to attend
- Parental co-operation is vital, so that together we can encourage the child to become the complete person that God intended
- There is a meeting for parents whose children are joining Year R before they join the class. Other meetings are arranged when needed
- There is an informal meeting for parents of children moving from Year 3 to Year 4

Appendix – See current protocol for reports

RECORD KEEPING (SENIOR and LOWER)

- It is important records of pupil's progress and their marks are kept
- Staff record pupils' marks in their planners or in a convenient mark book
- Individual Education Plans are kept in a separate file by the Special Needs Co-ordinator
- Staff record their work in their planners (or on their programme of study)
- These records are important and may be needed for, staff appraisal, Department Reviews and for Inspections.

*(Prepared December 2002 DPW; Reviewed September 2008; September 2009; Reviewed and revised Sept 2010 HK Nov 2011 HK
Next review due:- Nov.2012)*