



# ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

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Dear Pupil and Parents

Please find enclosed the first of three formal reports you will receive this year. I hope you find it informative.

## **Introduction to the Report**

Below is a summary of what you will receive this academic year.

- Reports will give more information, including; a grade for current attainment; scores for attitude to learning; conduct in class and for organisation; a full attendance history.
- There will be three reports this year. There will be a further report in the spring term and then another in the summer term.
- Your first report gives you an opportunity to see where you are performing well and where improvements need to be made.

## **Interpreting the Report**

The Current Attainment and Progress information is where we think you are at this stage of the year. See enclosed booklet for further information.

The Attitude to Learning grade, Conduct in Class grade and Organisation grade show how effective you are, currently, as a learner. If you have not gained grade 1 or 2 in these categories, then you have a good place to start your improvements for next term. If you do not know how to improve these grades, then talk to your teachers and Form Tutor. Remember, we want the same as you – for you to achieve your very best. If you have some 3s or any 4s, you and your parents should be concerned as these suggest serious potential underachievement. This should be rectified immediately.

The attendance data is very detailed. Notice first the Attendance, looking at the percentage figure. Anything below 96% would normally be a worry unless it could be explained away by a single significant illness. There are, of course exceptions to this when absence cannot be avoided. Clearly, the greater the percentage the better, bearing in mind that employers will often request attendance data many years after pupils have left school. They will also request the number of separate occasions of absence, so taking frequent short absences can be very damaging to future employment prospects.

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*Live, Love and Learn in the Light of Christ*

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## **What Action Should You Take?**

### Attitude

It is important that you make any necessary, positive changes based on this report. Your teachers and form tutor will always be happy to help you, provided that you are genuinely prepared to work harder and more effectively. If you wish to approach staff, then it is better to ask specific questions, for example,

- how should I work differently?
- what extra can I do in class/at home?
- what support materials can I use to deepen my understanding?

### Attendance

Schools average attendance is generally around 96%. If your attendance percentage is relatively low because of a single extended absence, then just by attending regularly from now on, your percentage will rise. If you have several absences in one term, you really need to strive to have a long period with no absences. Of course, some absences are caused by long term illnesses or medical conditions and we can alert employers to this.

Yours faithfully

A handwritten signature in black ink that reads "A Breedon". The signature is written in a cursive style with a large, prominent initial 'A'.

**Mr A Breedon**  
**Head of Key Stage 3**