



ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

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Dear Pupil/Parents/Carers

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

Introduction to the Report

We are still continuing to improve the reporting process in the following important ways:

- Reports will continue to give more information, including: a grade for current attainment scores for attitude to learning, conduct in class and for organisation; a full attendance history with updated summary data.
- Following this report in the spring term, there will be another in the summer term. This final report will contain similar information, final attendance data for the year and written comments for all subjects.

Interpreting the Report

The Current Attainment and Progress information is where we think you are at this stage of the year. (Refer to the booklet issued in Year 7 and available on the website).

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 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 any 3 or 4 grades, 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 95% 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.

Live, Love and Learn in the Light of Christ

What Action Should You Take?

Attainment and Attitude

It is important that you make 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,

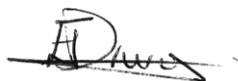
- What specific steps can I take to go up one level/grade from my Current Attainment?
- How should I work differently?
- What extra can I do in class/ at home?
- What support materials can I use to deepen my understanding?

Then form targets in discussion with your teachers, share these with parents and check periodically to see if you are meeting them. Certainly you could try to be more organised; filing, summarising and learning material as you go along.

Attendance

Schools average attendance is generally around 95%. 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. Please remember that you must bring in a note, when you return from an absence, this is important for records and to ensure we have a good picture of your attendance.

Yours faithfully



Miss E Drury
Head of Key Stage 4



Mrs D Shaw
Head of Year 9