



# ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

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Our ref L 1222 - Yr 10 EY

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Dear Parents/Carers and Pupils

Please find the first 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 our reporting process in the following important ways:

- Reports will continue to give more information, including: information regarding current attainment and progress; scores for engagement, behaviour and for organisation; a full attendance history with updated summary data.
- Following this report there will be a report in the spring term and a final report in the summer term. This final report will contain even more information and written comments on progress and necessary areas for development.
- Grades are reported using GCSE grades 1 - 9. BTEC subjects are the only exception to this, these subject areas will be reported using Pass, Merit and Distinction.

## **Interpreting the Report**

The Engagement grade, Behaviour 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 any 3 or 4 grades, you and your parents should be concerned as these suggest serious potential underachievement. This should be rectified immediately as specific barriers to learning are identified on the report (see concerns key).

The attendance data is very detailed. Notice first the Attendance (excluding non-statistical absences\*), looking at the percentage figure. Anything below 95% would normally be a worry unless it could be explained away by a single significant illness. 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 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?

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 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



**Miss E Drury**  
**Head of Behaviour and Attitudes**