



Our ref L 1068 – Yr 9 AP

December 2020

Dear Parents/Carers and Pupils

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

## Introduction to the Report

We have improved our reporting process; 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 two reports this year. There will be a further report 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 level/grade is where we think you are at this stage of the year.

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 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. 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?**

### **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,

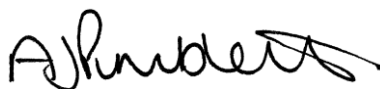
- what specific steps can I take to go up one level/grade from my Current Attainment?
- how should I work differently?
- what extra can I do in class/ at home?
- what support materials can I use to deepen my understanding?

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 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 A Pimblett**  
**Head of Key Stage 3**