

# Reporting Progress

**Years 7 to 9**  
(Key Stage 3)

Supporting each other to succeed



# Aim

We hope that this guide will answer some of the questions that you may have about how the college reports your child's progress throughout Key Stage 3 (KS3) or Years 7 to 9.

## What official contact will I receive from the college?

The college will always make it a priority to keep you informed about your child's academic progress.

In some cases this might take the form of a telephone conversation or letter sent by your child's Subject Teacher, a Subject Leader, Tutor or Head of Year 7/ Head of House.

More likely, however, is that contact will be in the form of:

- an online **progress report** of your child's attainment and attitude to learning issued twice over an academic year;
- an online **Annual Report** which, in addition to attainment will, consist of a comment by the teacher on your child's progress;
- once a year, an invitation to a **Parents' Evening** to discuss your child's progress with their subject teachers;

## What information will the online reports give me?

Dependent upon the type of report, you will be provided with:

- An attitude for learning grade as below

Description	
<b>Excellent</b>	Exceptionally focussed, independent and conscientious
<b>Good</b>	Usually focussed and conscientious
<b>Satisfactory</b>	Only <i>adequate</i> focus and commitment to work
<b>Unsatisfactory</b>	Lacks focus and commitment to work
<b>X</b>	Pupil was absent too often for reasonable assessment to be made

- An indication of the National Curriculum levels attained and the sublevel attained within the National Curriculum level e.g. 4B;
- An end of year and end of key stage target as a national curriculum level divided into sublevels.
- If there is a Personal organisation concern (PO)
- If there is a Homework concern (HW)
- An attendance percentage to date

## Why are National Curriculum Levels so important?

The numbered attainment levels tell you what progress your child is making in comparison to national standards.

The **sublevels** show whether your child is working at the higher (A), middle (B) or lower (C) **levels within each numbered level**.

For example, 5C is higher than 4A.

**Level 3** Attaining below the national average standard expected of a pupil in Year 7.

**Level 4** Attaining the national average standard expected of a pupil in Year 7.

**Level 5/6** Attaining the national average standard expected of a pupil in Year 9.

**Level 7** Attaining above the national average standard expected of a pupil in Year 9.

**Level 8** Attaining significantly above the national average standard expected of a pupil in Year 9.

## As a parent, how can I best support my child?

### 1. Parents' Evenings

This is a valuable opportunity for you to meet your child's Teachers or Tutor and talk about any concerns that you may have. During these meetings you will be able to discuss the work your child is producing and targets to help improve his or her work still further.

### 2. Generally, you can help your child by:

- encouraging them to give **maximum effort** in lessons;
- ensuring **regular attendance** at college;
- impressing upon them that **punctuality is important** to the prompt start to lessons and the maximising of teaching and learning time;
- **checking your child's 'Planner'** every week and ensuring that our child gets into the habit of completing homework
- ensuring that any **targets** set by teachers are clearly understood and **acted upon** by your child; and, most importantly;
- **acknowledging and celebrating** the **progress** that is being made by your child.

Finally, do not hesitate to contact your child's Tutor or Head of Year 7/ Head of House if you need help or advice over any aspect of your child's report.