


Dear Parents/Carers

In the January newsletter, I informed parents and carers that I was going to consult on the school system for reporting to parents. We have come to a point where our current reporting system is now out-dated. The current format is based on a lengthy 8-12 page document (based on the format below) with a summative form tutor report at the end of the report.

 Culcheth High School Learning for Life		ENGLISH	
Student:	Form:	Class:	
Programme of Study			
In Key Stage 4 English, students study a combination of GCSE English Language: Component One 20 th Century Literature Reading (20%) and Creative Writing Prose (20%); Component Two 19 th and 21 st Century Non-Fiction Reading (30%) and Transactional/Persuasive Writing (30%); Component Three Spoken Language (non-exam assessment) and GCSE English Literature: Component One Shakespeare (20%) and Poetry (20%); Component Two Post 1914 Drama (20%), 19 th Century Prose (20%) and 20 th /21 st century Unseen Poetry (20%)			
Learning Characteristics			
Punctuality	1	Target grade (end of KS4):	6
Organisation	1	Working at grade:	3
Effort	1	Most recent assessment:	3
Participation	2	Comments	
Behaviour	1	XXXX has made a promising start to GCSE Literature; she has studied An Inspector Calls, Macbeth and some poetry. In her responses, she has shown good understanding of key aspects of the texts, with clear engagement and can support and justify her responses with appropriate references, including quotations. She is beginning to analyse language and structure, using relevant terminology.	
Homework	2	Target	
Subject knowledge	2	XXXX needs to increasingly analyse a writer's use of language, structure and form, making thoughtful comments on their effect.	
<i>Outstanding = 1 Good = 2 Satisfactory = 3 Concern = 4</i>			
Teacher: XXXXXXXXX			

This current format predates the rapid development of progress reviews and current termly reporting to parents/carers that Culcheth High School now uses. The latest DfE guidelines states what schools must include in reports, and how often they are published. The hyperlink below shows the brief guidance in full.

[Click here for DfE Guidelines](#)

Continued overleaf....

In short, schools must report a student's achievements, general progress and their attendance record and this information must be available before the end of the summer term. Here is Culcheth High School's current 'Reporting to Parents/Carers' schedule.

Year Group	Progress Reviews	Full School Report	Parents' Evenings
7	3	1	2
8	3	1	1
9	3	1	1
10	3	1	1
11	5	1	1

Culcheth High School uses a number of data systems to track progress and they are continually updated. Currently, reports take six weeks to produce. In those six weeks students have had more assessments, have addressed key issues and the progress has moved on further. Therefore, often, the school report is out of date by the time it has reached home. As you can see from the table above, the school keeps parents and carers fully informed of progress and achievements. We will look to replace the old format of the school report with a more streamlined achievement and progress review document. This will bring Culcheth High School in line with current practices for reviewing progress and ensure that the information is up-to-date and valid.

Further to this, the open dialogue that is now ongoing between school and home via teaching staff and departments on a regular basis supersedes many of the written comments and action points. The written feedback that students receive on core assessments and in their written work also signposts students and parents regarding action points and areas for development.

With all this in mind, Mrs Lakin (Assistant Headteacher) has developed a draft format for a new improved **Annual Achievement and Progress Report**. Please click on the hyperlink [here](#) to view these materials on our school website. Alternatively, the exemplar reports are attached to this email.

Under the new proposed system, the Annual Achievement and Progress Report will be issued to Year 7 – 10 students at the end of the academic year in week 36 (of 40 weeks), which is approximately the end of June. This will replace the current system of staggering the reports throughout the academic year. This new issue date will always fall three weeks before the end of the Summer Term to allow any follow up conversations and intervention that might be required in light of the report to take place between parents, teachers, Form Tutors and Progress Leaders before the summer break. The only exception to this date for publication will be Year 11. Due to the importance of the final months in the GCSE course, it is proposed to issue Year 11 reports in week 18 (end of January) allowing Year 11 parents and students time to address any areas of concern or underperformance before the final examinations in May and June.

As part of the "trial" of this new reporting system in school, for the remaining part of this academic year, we plan to issue the Annual Achievement and Progress Reports to all Year 7, Year 8 and Year 9 parents on Thursday 23 June.

A period of consultation about the new proposed plans for reporting opens today until Monday 21 March at 12.00pm. Any comments you have regarding these proposals can be registered by completing the online form on the website (or by clicking [here](#)). Alternatively, you can send your comments directly to Mrs Lakin by emailing ll@culchethhigh.org.uk. Any written correspondences will need to be received by Monday 21 March.

Yours sincerely



C P Hunt (Mr)
Headteacher