

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **REPORTS AND REFERENCES POLICY**

#### **Written Reports**

Reports for each pupil on work in each subject and on general progress are issued three times a year: at the end of each term.

Reports provide a detailed analysis of learning and progress, together with a summary of syllabus content and objectives. Grades are awarded for both attitude to learning and achievement. Examination percentages and the mean percentages of the pupil's cohort help put progress into context. All reports include a consolidated appraisal by the Group Tutor and Deputy Head and each boarding pupil has a report from the House Manager(s).

Pupils read and discuss their reports with their Group Tutors and set their targets for the next term, before taking the reports home to parents. Pupils' active involvement in reading and considering their reports, reflecting on them, discussing them, and then planning ahead in the light of them and recording their observations and plans, are an important part of the educational process as pupils are helped to take control of their learning and performance. The Deputy Head reads all reports between their completion by staff and pupils and their issue to parents.

Each pupil is issued with a single set of reports and invited to request one or more additional sets as needed. Each pupil is reminded that it is the pupil's entitlement and also responsibility to take each set of reports to the pupil's parents for discussion of the reports at home.

#### **Parents' Meetings**

Parents may request to meet teachers at any point in the year. Please give the college at least seven days' notice. We cannot guarantee that all of your child's teachers will be present, depending upon college duties and activities, ie trips, but will endeavour to do so.

#### **References**

The school undertakes to provide pupil references, on request, for other schools, further education colleges, universities and higher education institutions in the UK and overseas and for potential employers. All reference requests should be addressed to the Deputy Head.

Almost all members of Sixth Form proceed to leading universities in the UK. We understand the importance of the UCAS reference and of accurate estimations of overall achievement, and we strive to ensure the best possible outcome for applicants.

#### **References for Former Pupils**

Earlscliffians have an important place in the school community, and we are always pleased to provide references for them. All reference requests should be addressed to the Deputy Head.

#### **Access to References**

Pupils over the age of 12 are entitled to see any reference or report on them that has been written by the school. All parents and legal guardians are entitled to see their child's reports

and references. (More details are given in our *Pupil Data Protection Policy*, which also covers the exceptional circumstances when disclosure is not permitted).

In relation to the preparation of references for university applications, the college's policy is always to discuss references with applicants, first to check for accuracy and second to help the applicant see herself objectively and be strengthened in her hopes and aspirations.

### **Providing Information on Pupils**

The school complies with the provisions of the Data Protection Act and legal requests from Local Authorities, Police and Courts requiring the disclosure of information on any current or former pupil, on the understanding that the authority is a data controller and is subject to the same legal constraints as the school regarding the manner in which it handles data. (See *Record Keeping Policy*).

### **Complaints**

We hope that parents and pupils have no complaints about the operation of our *Reports and References Policy*, but if any parent or pupil wishes to make a complaint, then the person concerned is asked to refer to the school's *Complaints Procedures*, posted in the Parent and Pupil Handbook and on the school website.