



The Trafalgar School

at Downton

12 October 2018

Dear Parent/Carer

Reporting Progress

You are receiving your first report from us about the performance of your child throughout their first term. This letter is intended as an introduction to reporting at The Trafalgar School and what you can expect to receive from us, over the coming five years.

We hope that you will find the report useful and that it will prompt conversation between you and your child, as well as you and our teachers. We think it is vital that you are involved as much as possible with the learning your child is doing.

We understand the importance of regularly sharing your child's progress and ensuring that you have high quality feedback, about where your child currently sits in their journey to GCSE success. We will continue to report to you 6 times a year in Years 7–10, and 4 times in the shortened Year 11.

Our progress report will give you information about:

- **Effort and attitude to learning**

We will report to you whether your child's effort and attitude is excellent, good, or whether there are concerns. Students who show an excellent attitude to learning make increased progress. We will report this 6 times per year because of the importance we place on a student's attitude and the effort they are making in their classwork and homework. This has been shown to be one of the most important factors in ensuring students achieve their target grades or beyond.

- **Concerns**

If there are concerns about progress, we will detail to you why there are concerns from individual subjects. These are highlighted in the report as Attitude to Learning, Behaviour, Classwork, Homework and Equipment. These may prompt you to attend a Learning Review Evening to discuss further with a class teacher.

- **Good Target Grades and Aspirational Target Grades**

As your child progresses through the school, we will communicate with you their target grades at GCSE. These are reported as their Good Target Grade.

We also set them an Aspirational Target Grade. This target is intended to push students to achieve higher than the data gathered at primary school suggests they should. We have found it to be a very motivating aspect to setting targets – not capping the grade which students could achieve at, based on predetermined data.

We will set students their target grades towards the middle of Year 7, once we have got to know students well and assessed them throughout the year. From this point, we will report to you whether your child is working at their target grade (Expected Progress), below their target grade (Less than Expected progress) or above their target grade (Excellent Progress).

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Assessment Practice at The Trafalgar School

When reporting progress we ask all of our Teachers to consider assessments in class when giving a progress level. Teachers assess students regularly using a variety of means: tests, classwork written responses, classwork verbal responses and homework.

Teachers provide feedback ensuring students understand what they are being successful in, as well as ensuring students know what they need to do to make progress. This usually comes in the form of a target for them.

We have carefully mapped out 'steps' towards GCSE targets by working from the end point of GCSE, downwards through the curriculum, so that each and every step a student takes in their learning adds something to that end point – GCSE qualifications or similar.

From Year 8 we will report on progress 3 times a year (in Terms 2, 4 and 6) towards Target Grades. This will give Teachers ample opportunity to ensure they can teach, test and assess progress and students have enough time between reports to make progress, before we report it to you.

Additional Support and Guidance

The school believes that the report provides you with the information you need to monitor your child's performance in school. On receiving the report you may wish to:

- Speak with a subject teacher face to face at a Learning Review Evening (dates can be found on our website)
- Email teachers to ask immediate questions about your child. All reports contain hyperlinks to your child's teacher's email address
- Contact us by telephone to discuss any concerns or queries

Thank you for your time in reading and engaging with this letter, your child's report and the discussions we hope that it will prompt.

If you have any concerns or queries, please contact j.cole@trafalgar.wilts.sch.uk.

Yours sincerely

Jonny Cole
Assistant Headteacher