



St Hilda's School

HARPENDEN

Caring, Curious & Confident

PUPIL REPORTS AND REFERENCES POLICY

Name of Policy	Pupil Reports and References Policy
Reviewed by	Dan Sayers Natalie Atkins
Review Date	November 2025
Next Review Date	November 2026
To be Read in Conjunction with	<ul style="list-style-type: none">• Parent Handbook• St Hilda's School Employee Handbook
Legislation Referenced	Data Protection Policy

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

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1. INTRODUCTION

St Hilda's School encourages regular communication between staff and parents via written and verbal reports in order to ensure the best educational provision for every child. Our shared goal is the fulfilment of each child's potential, whether academic or otherwise, and the regular transfer of relevant information between all parties is essential to achieve this aim.

2. REPORTING

Reporting takes several forms:

- Parent Consultation Evenings
- Annual written reports (covering all areas of the curriculum)
- Learning Support meetings
- Additional meetings with parents as required

2.1 Parent Consultation Evenings

The school encourages parents to attend the formal parents' meetings that are held in the Autumn and Spring terms. These occasions provide parents with the opportunity to meet with teachers and engage in detailed conversation regarding their child's progress. Strengths and weaknesses will be reviewed objectively and positively. Further details can be found in the St Hilda's School Parent Handbook (5.2) and the St Hilda's School Employee Handbook (2.49).

2.2 Annual Written Reports

Written reports for all pupils are issued electronically once a year at the end of the Summer Term. These contain individual reports for each curriculum subject and provide a detailed analysis of a pupil's approach to learning, of progress made over the academic year, and a brief summary of the objectives of the syllabus from Form III onwards. Each subject report includes at least one target for pupils to take into the following year. Marks are awarded for both effort and achievement. In some subject areas, parents will be given the average mark for the class in order that comments about a pupil's individual performance may be put into context. All reports include a general report by the pupil's Form Teacher and a Headteacher overview.

2.3 Learning Support Meetings

The Head of Learning Support is available to attend any Parent Teacher Consultation that involves a pupil with specific learning needs. Provision is reviewed, at least termly, and additional meetings, telephone conversations, e-mails and reports are scheduled as required.

2.4 Additional Meetings with Parents

Parents are encouraged to contact their child's Form Teacher should they have concerns regarding their child. Informal meetings will be arranged as needed throughout the year in addition to telephone conferences, e-mails and letters. Parents are assured that the school will contact them should any concerns arise regarding a pupil.

3. REFERENCES

3.1 References for Current Pupils

The school provides confidential reports on pupils to potential destination schools upon request. At the end of Form VI, most pupils move to senior schools which require examinations and a reference as part of the entrance criteria.

Staff members involved in preparing references and predicting entrance exam results are highly trained and experienced. St Hilda's maintains close links with many of our destination schools to ensure a smooth transition.

3.2 References for Former Pupils

The school's former pupils form an important part of the St Hilda' School community. We are always happy to provide references for former pupils. Former pupils interested in teaching as a career often approach the school for work experience.

4. ACCESS TO REPORTS AND REFERENCES

All parents/legal guardians are entitled to see their child's reports. Requests for reports outside of the above provisions will be handled under the General Data Protection Regulations. Further details are provided in the school's Data Protection Policy.

This policy will be reviewed annually, by the Senior Management Team, in line with the school's review schedule for policies