

Communication of Progress

RATIONALE

At St. Cecilia's College, we encourage all of our pupils to achieve their best. When we have concerns we undertake to keep parents/guardians informed regularly and in a timely way.

AIM

To promote a partnership approach to pupil achievement and to ensure all pupils achieve their very best.

PROCEDURES (Year 8 – 12)

- Classroom teachers will record issues on SIMS.
- If issues become a regular concern the classroom teacher will discuss with the Head of Department.
- After checking with the Form Teacher either the classroom teacher or the Head of Department will contact parents to raise their concerns.
- If no progress is made then parents/guardians will be invited in to meet with either the classroom teacher (one subject concern) or the form teacher (more than one subject concern)
- Targets will be agreed and reviewed by the appropriate member of staff.
- Continued concerns will be reported by the Head of Department to the Head of Year and parents will be contacted.
- If further progress is still not achieved then parents will be invited to meet with the Senior Teacher or another member of the Senior Leadership Team.

PROCEDURES (Year 13 & 14)

- Classroom teachers will record issues on SIMS.
- If issues become a regular concern the classroom teacher will discuss with the Head of Department.
- After checking with the Form Teacher either the classroom teacher or the Head of Department will contact parents to raise their concerns.
- If no progress is made then parents/guardians will be invited in to meet with either the classroom teacher (one subject concern) or the form teacher (more than one subject concern).
- Targets will be agreed and reviewed by the appropriate member of staff. Parents will be sent a copy of these targets to sign.
- Continued concerns will be reported by the Head of Department to the Head of Year and parents will be contacted. Pupils will be allocated to either the Head of Year (one subject concern) or Senior Teacher (more than one subject concern) for mentoring and review of targets.

- If further progress is still not achieved after a reasonable period then parents will be invited to meet with the Senior Teacher or another member of the Senior Leadership Team.

This policy was last reviewed by Leadership Team: June 2019

Due to be Reviewed: May 2020