

## KS3 Reports Guidance

### Guide to form tutor report

Form tutors have graded the following as **excellent (1)**, **good (2)**, **satisfactory (3)** or **needs to improve (4)**:

Form		Tutor comment
Form tutor		
House points		
Demerits		
Inter-personal skills		
Participation		
General behaviour		
Uniform		
Punctuality		
Attendance (%)		
Days absent		
Senior teacher comment	Senior leader comment	

- **Inter-personal skills** – having positive and kind interactions with both adults and other students
- **Participation** – contributing to wider school life, involvement in clubs and events, serves the school community
- **General behaviour** – following school rules around school as well as in lessons
- **Uniform** – following the school uniform code
- **Punctuality** – being on time.

### Guide to subject teacher reports

Subject teachers have graded the following as **regularly (1)**, **usually (2)**, **sometimes (3)** or **rarely (4)**:

Subject		Teacher comment
Teacher(s)		
Motivation & attitude		
Contribution		
Organisation		
Homework effort		
Minimum target threshold		
Progress		

- **Motivation and attitude** – behaving well and trying hard in lessons
- **Contribution** – making a relevant contribution to whole class, group and/or pair work
- **Organisation** – arriving on time with the necessary equipment and meeting homework deadlines
- **Homework effort** – completing work set with thought and care.

Students are given a **minimum target** threshold at the start of the year. This is the minimum standard of work needed if they are to make at least expected progress.

Threshold	Outstanding		Good		Secure		Developing		
Relates to GCSE forecast	9	8	7	6	5	4	3	2	1

Teachers measure **progress** by comparing a student's standard of work to this minimum target threshold. The progress categories are:

Exceptional progress	Better than expected	Expected progress	Towards expected
Working in the next highest threshold and on track to exceed expectations at GCSE	Working at the top end of minimum target threshold and on track to achieve and possibly exceed expectations at GCSE	Working at minimum target threshold and on track to meet expectations at GCSE	Not yet working at minimum target threshold and at risk of underachieving at GCSE