

## KS4 Report Guidance

### Guide to form tutor report

Form tutors have graded the following as **excellent, good, satisfactory** or **needs to improve**:

- 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

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	

### Guide to subject teachers' reports

Subject teachers have graded a number of subject specific skills as **outstanding, good, secure or developing**.

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

- 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

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

Students are given a **minimum target grade** at the start of the year, based on prior attainment and past performance. All students should aspire to the highest possible grade.

Teachers give a **predicted grade** every term and this is the grade likely to be achieved based on the student's current effort, attitude and application.

Level	Level 2 qualification						Level 1 qualification			Entry level qualification		
Qualification	GCSEs									Entry level PE / life and living skills		
Grade	9	8	7	6	5	4	3	2	1	Entry level 3	Entry level 2	Entry level 1
Equivalent old GCSE grading	A*		A	B	C		D	E G	F			