GRADES & REPORTS EXPLAINED

Purpose of Grades

Every four weeks, subject teachers assess your child's performance in the areas of effort, conduct and attainment. The achievements and hard work of many students are recognised with the award of merits and distinctions and for those students whose efforts are a matter of concern, a variety of measures can be agreed including a short period on report. The grades' sheets provide a snapshot of how well your child is doing and is also an effective means of registering concerns. The whole staff team meets to discuss the students' grades so that all teachers are aware of students who are excelling and those who need extra help and encouragement.

What do the terms EFFORT, CONDUCT and ATTAINMENT mean and what do the grades mean?

EFFORT: *The effort grade relates to the level of commitment and effort demonstrated by your child in work and participation in the classroom, in the quality of prep, the neat and orderly presentation of work and the levels of commitment demonstrated in extended assignments such as coursework.*

EFFORT	Meaning of the grade
5	Outstanding (rarely given)
4	Hard working and conscientious
3	Satisfactory
1	Disappointing
0	Unacceptable

The effort grade is an important element on the grades' sheets. Teachers will usually explain a poor grade in the comment box and tutors will draw attention to common themes and concerns relating to individual effort. Good grades are largely self explanatory.

The effort total is the sum of all subject grades. Distinctions are awarded to students whose total mark is 85% or better of the maximum achievable whilst merits are awarded to students whose total score is 75% or better. These are stiff targets but they help to promote a high standard of expectation. For those students who fall just short of these high standards and for those who demonstrate a big improvement from one grades' period to the next, we make special mention of their achievements at the Headmaster's Assembly on Saturday morning.

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CONDUCT: *The conduct grade relates to the student's attitude towards the subject and the subject teacher. It covers such things as appearance, punctuality, levels of co-operation, classroom behaviour, attitude towards peers, general preparedness for lessons and levels of enthusiasm.*

CONDUCT	Meaning of the grade
A	Exemplary
B	Good
C	Satisfactory
D	Poor
E	Unacceptable

ATTAINMENT: *The attainment grade is a measure of the standard of work over the grading period. In Key Stage 3, staff grade according to National Curriculum expectations. Once students begin their GCSE and GCE A level courses staff use grades to indicate potential examination performance. However, the attainment grades should not be interpreted as an exact guide to outcome and must be read alongside comments made in the detailed school report and at parents' meetings.*

Attainment at Key Stage 3

Attainment level	Meaning of the grade
A	Performance is above the expected National Curriculum level for the year group
B	Performance is of a standard equivalent to the expected National Curriculum level for the year group
C	Performance approaches and sometimes reaches the expected National Curriculum level for the year group
D	Performance is of a standard below the expected National Curriculum level for the year group

Attainment at Key Stage 4 (GCSE) and at Key Stage 5 (GCE A Level)

Attainment level	Meaning of the grade
A	Current performance is of a standard likely to lead to grade A* or A in GCSE public examinations or coursework and A in GCE A level public examinations or coursework
B	Current performance is of a standard likely to lead to grade B in GCSE and GCE A level public examinations or coursework
C	Current performance is of a standard likely to lead to grade C in GCSE and GCE A level public examinations or coursework
D	Current performance is of a standard likely to lead to grade D in GCSE and GCE A level public examinations or coursework
E	Current performance is of a standard likely to lead to grades E or F in GCSE public examinations or coursework and grade E in GCE A level public examinations or coursework
F	Current performance is of a standard likely to lead to grades G or U (unclassified) in GCSE public examinations or coursework and an unclassified grade in GCE A level public examinations or coursework

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The role of the tutor

It is the tutor who collates and provides an overview of grade information before it is made available to parents. In most cases the tutor will comment on your child's overall performance focussing on strengths, weaknesses and areas to target. If grades are a matter of concern, advice and action will be offered. Good grades are always celebrated.

Timing of grades

There will be a total of eleven grade sharing and target setting staff meetings over the course of the academic year. On these occasions the staff will discuss students' progress and effort grades as well as setting and reviewing targets. Grades will be published immediately after these meetings and can be viewed on the parents' zone of the school website. Grades can also be made available in hard copy.

In the Michaelmas term there will be an initial target setting meeting followed by three grade sharing meetings.

In the Lent term there will be three grade sharing meetings. The last set of grades in the Lent term will also take the form of an enhanced grades' sheet with subject comments as well as a set of grades.

In the Trinity term there will be two further grade sharing meetings followed by two target review meetings at which we will assess the overall progress made by every student since the targets were set at the beginning of the year.

Purpose of Reports

The school report is the main written means of communicating your child's attainment, progress, and contribution to school life. School reports are published twice yearly at times indicated on the school calendar.For students finishing their schooling at Kingham in Years 11 and 13 the second report will be in the form of a valedictory transcript/Record of Achievement. This lists academic and extra-curricular achievements and is aimed at smoothing the way as students progress towards a chosen career, new school or higher education.

Although the school report is an important document it is only one means of communicating information about your child's progress. Grades' sheets and parents' meetings help to complete the picture and members of staff are happy to communicate informally via telephone, text and e-mail.

The school report has four sections.

The subject report contains a brief description of work in class. The teacher's comment will make reference to new skills learnt or acquired, individual strengths and areas that need to be improved or focussed on next. Test and/or examination results will be included if appropriate. The latest set of effort and conduct grades are included in the report.

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The tutor's report provides an overview of all the subject reports as well as a comment on your child's participation outside the classroom in a variety of extra-curricular activities. It identifies strengths and weaknesses and suggests targets and strategies for improvement. Commendations and discipline issues are also mentioned in this section if relevant.

The house report is written by your child's houseparents. It provides a pastoral overview of how your child is contributing to the well-being of the house and how they are doing socially and behaviourally. Sixth form students should expect a comment on their effectiveness as prefects or monitors.

Finally, the report contains a comment from either the Headmaster or the Deputy Headmaster. This report attempts to provide a rounded summary of your child's achievements over the period. In many cases a sentence is all that is needed to perfectly sum up how the student is progressing.

Timing of reports

All students will receive two formal reports over the course of the academic year. Students in Years 7, 8, 9, and 10 will receive a report at the end of the Michaelmas term in December and the Summer term in July. For the end of the Lent term in March there will be an enhanced grades' sheet that allows teachers to make brief subject comment.

Students in Years 11, 12 and 13 will receive their reports at the end of the Michaelmas term and the end of the Lent term. The Lent term report will include a detailed breakdown of GCSE or GCE A level trial examinations that will have been taken in the penultimate week of the Michaelmas term as well as the results from actual GCSE and GCE examination modules taken in January.

At the end of the Summer term students in Years 11 and 13, as well as leavers in Year 12, receive a Record of Achievement detailing academic and extra-curricular achievements over the last few years and acting as a curriculum vitae as they move into higher education or into the workplace. For students in Year 12 there will be an enhanced grades' sheet allowing for brief subject comment.

Timing of parents' meetings

The schedule of parents' meetings will be advertised well in advance on the school calendar (available from useful downloads). The programme below gives a rough idea of when these important face-to-face meetings will be held.

If you have a concern at any time, however, you are urged to contact your child's tutor who will be pleased to arrange either a meeting with you or give you feedback.

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October Half Term	**Year 7**: an opportunity for parents to meet subject teachers and tutors to get a sense of how well students have settled in **Years 12 and 13**: an opportunity for parents of sixth form students to talk with tutors and subject teachers with regard to initial progress and suitability for A level programmes of study
November ***exeat***	**Year 10**: an opportunity for parents to discuss the progress of students on GCSE courses
Lent Half Term	**Year 11**: detailed feedback on GCSE trial examinations and GCSE predictions. During this meeting there will be an opportunity for parents to find out more about the Sixth Form at Kingham
End of Lent Term	**Year 12 and 13**: feedback on GCE trials and coursework deadlines
May ***exeat***	**Year 8**: an opportunity for parents to discuss progress over the year
Summer Half Term	**Year 9**: an opportunity for parents to discuss progress over the year and to consider GCSE choices
July End of Term	**Year 7**: an opportunity for parents to discuss academic and general progress over the year

Timing of examinations

Currently there are three time periods for taking GCSE and GCE examinations.

GCSE retakes in Mathematics and English are usually taken in November.

Some GCSE and GCE AS or A2 modules are taken in January.

All other GCSE and GCE examinations are taken in May and June and this slot remains the most important.

GCSE and GCE trial examinations are scheduled for the last two weeks of the Michaelmas term in late November/early December. Results will be reported in Year 11 and sixth form reports in early January and provide the basis of discussions at parents' meetings in the Lent term.

Key Stage 3 trial examinations are sat by all Year 9 students in March with the final examination in May.

Details of all internal examinations are published in the school calendar.

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