

STUDENTS REPORTS

Students' Reports are compiled at the end of each term, namely, Michaelmas, Lenten and Trinity. These reports have three (3) main functions: ***Informing, Motivating and Involving.*** Over the course of each year two different reports are prepared.

1. **An Interim Report** (See Appendix)

2. **A Full Report** (See Appendix)

YEAR GROUP	TERM 1 Michaelmas	TERM 2 Lenten	TERM 3 Trinity
1	Interim	Interim	Full
2	Interim	Interim	Full
3	Interim	Full	Interim
4	Interim	Interim	Full
5	Interim	NONE	Full
6B	NONE	Mid-January	Full
6A	NONE	Mid-January	Full

Interim Report

This report is based on the performance of students during the term. Each subject teacher is expected to enter marks at the end of each unit test. Reports must include the following:

- Name of subject teacher
- Name of subject
- Name of student

- Achievement grades (in percentages)
- Class average (percentage)
- Band
- Effort grade
- Attendance

Full Report

The **Full Report** is based on performance during the term and the end of year examination. It comprises a series of individually prepared sheets by the following persons:

- Subject Teacher
- Form Teacher
- Head of Year/Principal
- Parent/Guardian

All information given for the Interim Report is entered on the Full Report.