



Heathfield School
Ascot

October 2019

Dear Parent / Guardian

I hope that this letter finds you well and looking forward to having your daughter with you over the half term break.

I am writing to you with regard to a number of changes to our reporting system. This year, we have changed the way that we report on your daughter's progress to you. As you are already aware, we have established a new system of your daughter's tutor contacting you every two weeks to update you on her academic and pastoral development. As a result of this much more frequent level of communication between us, we will be reporting with a written report that will be sent to you via Schoolcomms three times per academic year for Forms I-IV and LVI, and twice per year for Form V and UVI. This report will always contain your daughter's Termly Assessed Grade [TAG], her Effort Grade and her Assessment Grade. The full report, which is always your daughter's final report in any given year, will also give detailed summative and formative comments on your daughter's progress over the entire year. All other reports, which will be the earlier ones in the school year, will instead give grades plus a brief comment by your daughter's tutor on what has gone well and where improvements may be needed. We feel that the increased level of academic and pastoral monitoring by tutors combined with a more formal reporting system based around the assessment points in a given year will give you the clearest possible picture of how your daughter is progressing and of the next steps forward.

In addition, we are also making a minor change to our grading system for Termly Assessed Grades [TAGs] in Forms I-IV only. These are presented as a range of grades in Forms I-IV. Since changing our grading system to numbers, we have used the following ranges: 1-3, 4-5, 6-7 and 8-9. Having discussed this with my colleagues, however, we feel that this is somewhat restrictive and lacking in nuance. Consequently, TAGs for Forms I-IV only will be as follows: 1-2, 2-3, 3-4, 4-5, 5-6, 6-7, 7-8, and 8-9. The report descriptors have been altered to reflect these changes where appropriate. Please note that this does not affect the Assessment Grades for Forms I-IV, which are always a single number from 1 to 9. Also, all grades for Forms V-UVI are completely unaffected by these changes.

Finally, I would like to remind you that, from this term onwards, we will be issuing reports to you electronically only via Schoolcomms.

Should you have any questions regarding these changes to our reporting arrangements, please do not hesitate to contact me.

Kind regards

David Mitchell
Director of Studies

Incorporating St Mary's School Wantage

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