Evolution International School

Reporting Policy

April 2018

Rationale

Regular and effective reporting is important to ensure that all stakeholders are aware of student progress. The school provides ongoing information to parents so that they can track their child's progress through each unit. End of unit assessments summarize the unit learning. Reporting and assessment is monitored by the school to ensure student progress and support. End of year reports provide a legal summary of the student's achievement and serves as a record for transfer should students move to another school. Parents are encouraged to visit the school to see the end of unit presentations and school assemblies. These represent the best evidence of student learning. The school also gives parents the opportunity to make appointments with teachers twice a year.

Milestones and Checkpoints – these are ongoing targets and assessments that are available through each student's folder in the 'cloud'. Parents are welcome to view these reflections regularly and discuss with their child about their progress.

End of Unit Presentations – these take place approximately every six weeks and parents will be notified in advance in the hope that they are able to attend.

End of Unit Reflection – these are triangulated assessments made by the student, his/her peers and the teacher. The EofU reflections represent a summation of the student learning at the end of each unit.

End of Year Report Card – this report translates the unit assessments into numerical values in order to provide school grades. The school does this in order to meet its legal requirement, however, the school believes that the ongoing assessments, reflections and target setting are far more important to the student's learning. Progress is far more important than achievement as all students are at different points in their learning journey.

Assemblies – once during the year, each class will present an assembly with every student taking part. The assembly will usually represent the students' learning in different subjects or points of significant interest or importance.

Parent meetings – the school recognizes that every family's needs are different. Some parents like to meet with teachers early in the year to discuss how they can help at home and to inform teachers of any concerns they may have, other parents prefer to meet teachers later in the semester to find out about student progress and how they can help. Whilst another group of parents prefers to receive a summary of learning. In order to cater for these different groups, every teacher will notify parents of their availability for parent meetings. The sessions will be for ten minutes and appointments can be made with as many subject teachers as required at different times. Parents are free to make these appointments at their convenience, however, appointments are on a first come, first served basis. Due to teachers' work commitments, parents will be restricted to one appointment per teacher each semester (semester 1 September to January, semester 2 February to June). Please note, that as these meetings take place during the teachers' non-teaching time, it is essential that parents are on time for their appointment as teachers will have other parents to see and lessons to attend. Should a parent miss an appointment then another appointment may not be possible during that semester.

External Assessments – the school conducts CAT4 tests with the students in grade 2, grade 5 and grade 8. The results of these online tests from Global Assessments in the UK are shared with parents so that they are aware of their child's level against an international benchmark. Grade 9 will take core IGCSEs, grade 10 extended IGCSEs and grade 12 IB Diploma. All students will take the necessary examinations for the Egyptian Ministry of Education in accordance with the regulations.