



Heathcote School



25th September 2009

Dear Parents,

Reports and communication are often two areas that work hand in hand. I have long felt that more regular meetings with Parents to discuss a child's progress is a more effective way of communicating than through written reports. Any arising matters can be discussed and further follow-up meetings arranged accordingly. Following discussions with several parents across the classes I have decided to alter the school's reporting system as follows:

- 1) Parents will now be invited to Open Evenings to discuss their child's progress twice, once in the autumn term and once in the spring term.
- 2) Reports will be written at the end of the school year for KG to Form VI by the teachers giving a final summation of the child's academic year and their progress.
- 3) Pre-School will have a special report that charts their progress through the Early Years Foundation Scheme which gives Parents an overview of the targets that their child is achieving. Young children develop and change more frequently and so need more regular reporting.

The following dates have been arranged for Open Evenings:

Pre-School & KG: 19th November 2009 & 11th March 2010

Forms 1, 2, 3 and 4: 19th November 2009 & 11th March 2010

Forms 5+6: 22nd October 2009 & 25th February 2010

The school has always operated an 'open door' policy and staff will happily continue to see Parents if they have concerns at times other than the Open Evenings.

Kind regards

Jacey Carn

Principal