



## **KEEPING PARENTS INFORMED**

### **DATA PROTECTION – What sort of information can parents access**

Pupils attending any type of school have a right of access under the Data Protection Act 1998 to their own information. This is known as the right of subject access. When a child cannot act for themselves or the child gives permission, parents will be able to access this information on their behalf.

If your child attends a maintained school, you have a right to access your child's educational record. This covers information that comes from a teacher or other employee of a local authority or school, the pupil or you as a parent, and is processed by or for the school's governing body or teacher, ***except for information the teacher has solely for their own use***. So it will cover information such as the records of the pupil's academic achievements as well as correspondence from teachers, local education authority employees and educational psychologists engaged by the school's governing body. It may also include information from the child and from you, as a parent.

### **OUR STATUTORY DUTY.**

"Headteachers at maintained schools must prepare annual reports for every pupil's parents. Head teachers must make arrangements for parents to discuss the report with their child's teacher if they request it." ARA (Assessment and Reporting Arrangements 2018)

### **HOW DO WE FORM OUR JUDGEMENTS?**

The school uses a combination of work in books, ongoing assessments and end of term assessments to form judgements about where a child is academically. Each term the teachers meet with the Head teacher for a pupil progress meeting which allows them to highlight any pupils who are making slow progress and what measures are being put in place to help them accelerate that progress. We use an online data tracking system to analyse the data we collect.

### **WHAT ELSE IS USEFUL FOR PARENTS TO KNOW?**

Ofsted also emphasizes the sharing of *'clear and timely information on how well their child is progressing and how well their child is doing in relation to the standards expected. Parents are given guidance about how to support their child to improve.'*

- A summary of their achievements
- Things that the pupil needs to work on
- Some examples of the pupil's learning
- Resources to support learning at home – portal and homework activities
- An indicator of their current attainment against age related expectations
- Information about progress that has been made

### **PARENTS' EVENING**

At parents' evening you will have an opportunity to discuss your child's work and progress with the class teacher. They will be able to discuss the following:

- Where your child is against Age Related Expectations in Reading, Writing and Maths
- Whether they are making expected progress, good progress or below expected progress
- Whether they are receiving interventions to support their learning
- What you can do to support your child at home
- Information about significant achievement in other areas of the curriculum
- Their attendance record

If your child is on the SEND register and has a support plan we will arrange for you to discuss the plan once it has been updated at the end of a term.

