



3 December 2021

Dear Parents and Carers

**Re: Year 12 Progress Reports**

Please be advised that your son or daughter's report is now available to view on the St Martin's website. Select Insight reports from the main menu, which will then take you to the Insight login where you can view his or her report.

During this academic year you will receive three reports detailing your son or daughter's progress at Key Stage 5.

The progress report informs you of the current working at grade, progress towards end of Key Stage 5 target and attitude to learning.

A student's current working at grade is the grade staff judge them to be working at. At Key Stage 5, students are awarded whole grades ranging from A\*-E for A-level courses, and P (pass), M (merit) or D (distinction) for BTEC courses. So that we can better monitor your son or daughter's progress, you may see grades on this report followed by a + or – sign. If a student is working at the lower end of grade C, for example, they will be awarded a C-; if they are a secure grade C, this will be awarded; if they are working at the higher end of grade C, they will be awarded a C+.

In determining your son or daughter's working at grade, teachers will assess a range of skill areas including listening, speaking, modelling and creativity in design, for example, as well as the more traditional assessments of knowledge and understanding of the work covered. I hope this report will provide material for discussion between you, your son or daughter and their classroom teacher.

If you have any queries regarding your son or daughter's progress, please contact the Head of Year at [jpage@st-martins.essex.sch.uk](mailto:jpage@st-martins.essex.sch.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Peacock', written in a cursive style.

Mr J Peacock  
**Assistant Headteacher**

*Be The Best You Can Be*