



12 October 2018

Dear Parents and Carers

**Re: Progress Reports**

Please be advised 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

This is the first of three reports during this academic year, detailing your son or daughter's progress.

The progress report informs you of the current working at grades, progress towards GCSE targets and attitude to learning.

Progress is measured against a student's GCSE targets on the new 9-1 grades. So we can better monitor progress, you may see grades on this report followed by a + or – sign. If a student is working at the lower end of Grade 2, for example, they will be awarded a 2-; if they are a secure Grade 2, they will be awarded a 2=; if they are working at the higher end of Grade 2, they will be awarded a 2+.

In determining working at grades, teachers will assess a range of skill areas including listening, speaking, modelling, 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 teachers.

If you have any queries regarding your son or daughter's progress, please contact his or her Head of Year, either directly or via the Year Administrator.

Head of Year 11 – Mr D Roberts - [droberts@st-martins.essex.sch.uk](mailto:droberts@st-martins.essex.sch.uk)

Year 11 Administrator – Mrs J Penny - [jpenny@st-martins.essex.sch.uk](mailto:jpenny@st-martins.essex.sch.uk)

Yours sincerely

Mr J Peacock  
**Assistant Headteacher**