



## POLICY ON STUDENT PERFORMANCE REPORT

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### INTRODUCTION

Students' performance report in SEPS are formal written records by which teachers communicate to parent, how students are assessed and evaluated. The performance report provides a qualitative and quantitative picture of a student regarding their achievement and progress, strengths and areas of improvement.

### PURPOSE

Enhance the effectiveness of student performance reports as a vehicle to convey information from the school to parents regarding a student's progress and achievement.



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### Definitions

<b>Additional Learning Needs</b>	<p>Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).</p> <p>For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.</p>
<b>Student Performance Reports</b>	<p>Refers to any reports or report cards such as school reports, end of year reports or student report cards, which communicate information about the student's holistic progress and achievement.</p>





## POLICY

### 1. STUDENT PERFORMANCE REPORTS

**1.1-Term-wise Reporting to Parents:** SEPS will prepare a formal student performance report for every enrolled student at least once every school term and ensure their safe and effective delivery to parents.

**1.Information Requirements:** The school will include the following information in the formal student performance report:

- Attendance.
- Academic progress
- Academic results, outcomes and achievements including student performance on end-of-year exams as per the **SCHOOL ASSESSMENT POLICY**.
- Learning goals/recommendations for improvement.
- Participation and achievements in extracurricular activities.
- behavioural records, including details of misconduct.
- Student self-reflection ( age appropriate).
- Purpose and methods of assessment.
- A qualitative evaluation of student performance within a curriculum subject or class.
- Others at the school's discretion.

**2.Grade-Level Templates:** The school has developed and shared grade-level templates of formal school student performance reports with teachers to adopt and effectively communicate student information to parents while incorporating grade-level nuances (e.g. the inclusion of higher education preparation goals for senior students, qualitative feedback along with letter grades for junior students, etc).

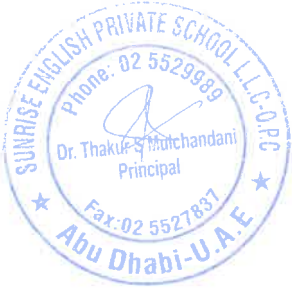




**3.Reports for Students with Additional Learning Needs:** The school will prepare and deliver with additional performance reports for students with additional learning needs, if required, in line with the **SCHOOL INCLUSION POLICY**.

**1.2-Delivery of Reports to Parents:** The school will share student performance reports in a digital format to encourage discussions on the student's progress.

1. The school will arrange Open House at least once a term to discuss the student's progress, student performance report, and concerns parents have about their child's experience.
2. The school will develop, regularly monitor, review, and update the methods used to deliver and discuss student performance reports with parents (e.g., student-led meetings, 3-way meetings, parent applications, feedback collection via parent focus groups).



**Dr. Thakur Mulchandani**  
**School Director/ Principal**