Model Private School

Student Performance Reports Policy

Effective From: AY 2024–2025 (Fall Term)
Full Compliance By: AY 2026–2027 (Fall Term)

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	31-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2026

1. Introduction

At Model Private School, student performance reports serve as formal communication tools through which teachers share each student's academic progress, achievements, and areas for development with parents. These reports ensure transparency, accountability, and continuous student growth through collaborative engagement between teachers, students, and parents.

2. Purpose

The purpose of this policy is to:

- Standardize the preparation and delivery of student performance reports.
- Strengthen communication between the school and parents regarding student learning and well-being.
- Promote continuous reflection and improvement for both students and educators.

- Ensure full compliance with ADEK's *Student Performance Reports Policy (2024)*.

3. Policy Framework

3.1 Reporting Frequency

- Model Private School shall issue a **formal student performance report** for every enrolled student **at least once per academic term**.
- Reports must be shared **digitally** through the school portal, email, or other approved communication channels.

3.2 Information Requirements

Each student performance report shall include:

1. **Academic Grades:** Based on internal assessments aligned with curriculum standards.
2. **Attendance Record:** Displayed separately and not included in academic grades.
3. **Academic Progress:** A narrative description of learning outcomes and subject mastery.
4. **Standardized and External Assessments:** Summary of results from benchmark or board exams (where applicable).
5. **Learning Goals and Recommendations:** Specific next steps for improvement.
6. **Participation in Extracurricular Activities:** Noting student involvement, leadership, and achievements.
7. **Behavioral Records:** Positive conduct and any incidents of concern, presented constructively.
8. **Student Self-Reflection:** Age-appropriate reflections on learning progress and goals.
9. **Assessment Overview:** Explanation of the assessment methods used (e.g., formative, summative, project-based).
10. **Teacher Comments:** Holistic qualitative feedback highlighting strengths and growth areas.
11. **Additional Information:** As deemed appropriate by the school (e.g., values, attitudes, or personal development).

4. Grade-Level Templates

- The school shall design and maintain **grade-specific report templates** to reflect developmental differences across grade levels.
- Templates for lower grades (KG–Grade 2) shall emphasize qualitative feedback, while upper grades (Grade 3 and above) shall include quantitative and narrative elements.
- Templates will be reviewed annually to ensure alignment with ADEK standards and curriculum expectations.

5. Students with Additional Learning Needs

- Reports for students with **Additional Learning Needs (ALN)**, including those of determination, shall align with the ADEK School Inclusion Policy.

- These reports may include individualized progress notes, adaptations, or support plans designed in collaboration with the SENCO and class teachers.

6. Delivery and Discussion

- Reports shall be shared **digitally** with parents through secure school communication platforms.
- The school shall conduct **at least one parent-teacher meeting per term** to discuss student progress, performance reports, and address any parental concerns.
- The school may use multiple formats such as:
    - **Three-way conferences** (student-led)
    - **Parent-teacher consultations**
    - **Feedback forms or focus groups** to evaluate the effectiveness of communication.

7. Review and Monitoring

- The school's Academic Leadership Team shall **monitor and review** the quality and consistency of all student reports each term.
- Teachers will receive periodic training on report writing to ensure clarity, objectivity, and alignment with ADEK's requirements.
- The school will gather parent feedback annually to enhance the reporting process.

8. Compliance and Accountability

- This policy is effective from **AY 2024–2025** and must be fully implemented by **AY 2025–2026**.
- Non-compliance may result in administrative review and corrective actions in accordance with ADEK's regulations.

9. References

- **ADEK Student Performance Reports Policy (Version 1.1, September 2024)**
- **ADEK School Assessment Policy**
- **ADEK School Inclusion Policy**
- **Federal Decree Law No. (31) of 2021**

Reviewed and modified on: Monday,31 March 2026

(to be implemented in the academic year 2026-2027)

Approved by: Principal – *Model Private School*

Effective Date: September 2026

Review Cycle: Annual or upon new ADEK amendments