

Downsview Primary and Nursery School Policy on References for Pupils

Purpose:

This policy outlines our approach to providing references for pupils, ensuring all families are aware of the process and the documentation we provide.

Policy Statement:

At Downsview, we value the privacy and integrity of our pupils and their families. As a result, we do not provide personal references for pupils leaving the school. Instead, we issue their end-of-year report from both Year 4 and 5, which summarises each pupil's academic performance, attendance, and general progress.

Key Points:

1. End-of-Year Report:

All pupils receive a comprehensive end-of-year report, which will include:

- Academic achievements
- Attendance record
- Comments on personal development and engagement

2. No Personal References:

- We do not provide personal references or endorsements for individual pupils, including recommendations for other schools or programmes.
- This decision ensures fairness and equality for all pupils and helps manage the workload of our teachers.
- If we do receive a request, we will respond with a cover information sheet informing the school of our policy and the child's Year 5 report.

3. Transition Support:

- We encourage parents/carers to discuss their child's progress with teachers during scheduled meetings to support their transition to secondary school.

4. Communication:

- This policy will be communicated to all parents during the secondary transfer meeting and made available on the school website.

Implementation:

This policy will be reviewed annually to ensure it continues to meet the needs of our school community and adheres to best practices in education.

Contact Information:

For any questions regarding this policy, please contact the School Office.

Thank you for your understanding and support.

Downsview Primary and Nursery School – September 2024
