



**COX  
GREEN  
SCHOOL**

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Monday, 19 June 2017

Dear Parent/Carer

**re: End of term reports**

The end of term six reports are traditionally given out in the last week of summer term. However, due to building work and early closure of school to pupils it will not be possible to issue these in paper format that week.

The reports contain the result of all student mock exams as well as their predicted grades and behaviour for learning grade. The time required to mark and moderate the mock exams means that the reports cannot be issued any earlier.

We will therefore be issuing all end of year reports electronically via the Insight portal. The reports will be available to view by July 19<sup>th</sup>. A text reminder will be sent nearer the time.

All staff will be in school during the week beginning 17<sup>th</sup> July and will be available to answer any questions relating to the report and mock exam result until 12.30 on Thursday 20<sup>th</sup> July, otherwise further conversations can be held in September.

Please ensure you have your Insight login details and contact the school if you need any support with accessing the portal.

All reports will be issued in electronic format only from next term unless you request a paper version.

Yours faithfully

Robert McAlaney ([r.mcalaney@coxgreen.com](mailto:r.mcalaney@coxgreen.com))  
Assistant Head  
Cox Green School

