



EARLSTON HIGH SCHOOL

REPORTING POLICY

Aim : to establish a coherent structure for reporting, which will provide guidance to teachers, parents and pupils on the procedures and emphasise the importance of high quality information.

Rationale :

We believe it is essential to provide high quality feedback to parents and pupils, which includes information on the pupil's learning and offers suggestions on how to improve. Reports from Earlston High School should have a consistent style and be easily understood by the pupil and parent. Reporting is very much part of the teaching and learning process to ensure all pupils have the opportunity to be successful.

Principles:

There are two types of report: a full written report with comments for each subject (all year groups) and a settling in or tracking report for S1, S5 and S6.

- All year groups will have a full written report for each subject once a session.
- The reports are consistent in style for all subjects and year groups.
- All subject comments are written by subject teachers
- All reports are accompanied by a response form for parents and pupils to comment. (Non-returns are followed up by school office.)
- Response comments are read by SMT and Pastoral teachers and followed up as appropriate.
- All reports are accompanied by an information sheet for parents.
- Pastoral teachers discuss reports with each pupil.
- Action points are agreed and shared with class teachers as appropriate.
- All full reports indicate strengths and development needs.
- All reports contain grades for attainment or progress
- All pupils have their effort, conduct, presentation of work and homework categorised: high standard, good standard, occasional concern or serious concern

Procedures:

For all full reports

- Teachers' comments should be constructive and positive.
- Teachers should comment on current learning and how the pupil can make improvements.
- The language used by teachers should be easily understood by the pupil and the parent.
- If there is a serious level of concern, the teacher must ensure that the pupil's Pastoral teacher is aware of this concern and there has already been some communication with the parent.
- Principal Teachers are responsible for checking all reports.

For Tracking reports

- Teachers use Seemis to record targets and level of progress after negotiation with pupil
- School office generate the report.
- Effort, behaviour and homework are categorised using a scale of 1-4
- Targets are SQA grades: 1 and 2 = A; 3 and 4 = B; 5 and 6 = C
- Pastoral teachers discuss reports with each pupil and agreed targets are shared with class teachers.

S1

In October there is a settling-in report to check that pupils have settled well into all their courses. Effort, behaviour, progress and homework are graded: high standard, good standard, some concerns and serious concerns. Both pupil and teacher complete this report. A comment from the pupil's Pastoral Teacher accompanies this report.

Full reports are issued in May. The reports indicate the 5-14 level the pupil is currently working at and the target grade they are aiming to achieve. There are also responses for homework, effort conduct and presentation of work. A comment from SMT accompanies this report.

A Parents' Evening is held in November.

S2

A review of progress is carried out in November. Pastoral teachers receive reports from teachers on any pupil causing concern. Parents receive letters to inform them of these concerns.

Full reports are issued in February. These include indications of potential in each subject for the choice of course in S3. A comment from the pupil's Pastoral Teacher accompanies this report.

A Parents' Evening is held in February.

S3/4

Full reports are issued in December and June of S3 and in January of S4. They report on assessments in the individual elements of a course as well as the overall grade. In January of S4, the report grades focus on results in the preliminary examinations. The reports include indications of potential in each subject for the choice of course for S5. A comment from SMT accompanies the report.

A Parents' Evening is held in March of S3 and October of S4.

S5/6

Tracking reports are issued in September, November and April. These indicate the pupil's target and level of progress towards the target. They also give an indication of the level of effort, behaviour and homework. Subject teachers discuss targets and tracking reports with students and help them to identify next steps in their learning.

Full reports are issued in March. They report on unit assessments and the preliminary examination result. A comment from SMT accompanies the report.

A Parents' Evening is held in January.