



'Children and young people need high-quality feedback about their progress and a clear understanding of the support that is in place to help them succeed.'

'Parents and families must have access to information that allows them to form a clear understanding of how their child is progressing, and the information they need to help them play a key role in their child's education.'

National Improvement Framework

Introduction

Portlethen Primary School recognises and understands the need for parental involvement and engagement with a pupil's learning as it supports and leads to improved attainment and achievement (*NIF, 2017*). Communication with parents is an integral part of Portlethen Primary School's ethos and its commitment to improvement. The Reporting Policy outlines the purpose, nature and management of reporting to parents and reflects the consensus of pupils, staff and parents. The implementation of the policy is the responsibility of all staff.

The Nature and Purposes of Reporting

The reporting of pupil progress and achievement to parents and carers is recorded in many forms throughout the academic year. The reporting of information covers many aspects of Curriculum for Excellence (CfE) and also reports wider achievements, successes and target setting. Reporting plays a vital role in helping parents to understand and engage with their child's education and it also helps strengthen partnership work between home and school. Portlethen Primary School encourages and supports all forms of communication between home and school including the use of social media as a reporting format. Portlethen Primary School operates an Open Door policy where parents and carers are encouraged to speak with staff members regarding their children's progress, achievements and next steps.

Comments made within the reporting format are designed to be clear and perceptive of a pupil's progress, and will include the use of clear and manageable academic and social targets for future learning. This will help parents, pupils and staff to see how progress can best be made.

Entitlement and Statutory Requirements

'It is crucial as schools work towards continuous parental engagement they provide information on how parents can support learning at home. Schools should involve parents in developing simpler more effective means of reporting that emphasise the quality of engagement rather than an over-reliance on lengthy paper-based approaches. Approaches to reporting may and will take many different forms. To ensure that learners make continuous progress in their learning, reporting opportunities need to be regular, meaningful, purposeful and on-going throughout the academic year.'

Education Scotland Reporting to Parents & Carers Guidance 2017

Portlethen Primary School undertook a study in March 2017 to gauge parental feedback on how effective reporting to parents was within the setting. A focus group of parents/carers, teachers and school leaders' explored different forms of reporting in order to move away from paper-based approaches. All forms of reporting were identified and a move to an electronic format was agreed upon through the use of Book Creator technology as an alternative to end of year written reports. Parents of all school age pupils are to receive an electronic Book Creator report twice yearly (November and April) that will detail general progress in curricular areas, achievements and successes, and will detail targets agreed upon and set by the class teachers and pupils. The end of year report will also include a summary of the child's attendance record over the year, and will use the terminology 'on track', 'requires support', 'appropriate progress' 'achieved' and 'exceeding expectations' in order to track and assess pupil progress.

Arrangements are also made twice yearly for parents and carers to discuss their child's progress through a parents evening forum. Curricular open sessions will be offered to parents termly in which they are invited into their child's classroom to observe the learning that is taking place in various curricular areas. 'Meet the Teacher' opportunities will be available at the beginning of the academic year and by appointment. It is the policy of the school to provide twice yearly electronic reports from Primary 1 to Primary 7.

Parents and carers of nursery pupils can discuss their child's progress through a parents evening format once a year (a parents evening will be held for ante-pre-school children in November and a parents evening will be held for pre-school children in March). Written reporting to parents of nursery aged children will also be communicated electronically through the format of 2Simple reporting. A termly report will be sent to all parents via email of their child's progress and experiences gained within the nursery setting.

Implementation

All reports must be received by the Senior Leadership Team for approval prior to the date of distribution to the parents. The reports may include a further comment made by the Head Teacher. Attendance figures will be entered onto the end of year report. The content of the reporting format (Book Creator) will vary each academic year depending on parental and staff feedback. Comments will be written without the use of educational language and will be clear and appropriate for parents/carers to understand. Comments should include clear guidance and set specific, measureable targets but not necessarily for each subject.

	Parent Interviews	Pupil Presentations	Open Sessions	Report	Children's Work	Ongoing activities and feedback
Term 1	Care Plan parent interviews (nursery)	Class assemblies MacMillan Coffee Morning Meet the teacher sessions	Literacy Across the Curriculum	IEPs 2Simple reports (Nursery)		Twitter Page: @portyschool Facebook closed page (separate school & nursery page) Providing snapshots throughout the year. Open Door Policy: parents can request an appointment to meet with teachers throughout the year, if they have specific concerns or queries. MAAPMs/SAAPMs Throughout the year
Term 2	Parent interviews	Class assemblies Christmas nativity Christmas service Christmas Enterprise	Curriculum Evening (nursery) Stay & Play (nursery)	2Simple reports (Nursery) Book Creator Report (November)		
Term 3		Class assemblies Burns Poetry Evening Science Fayre	Numeracy Across the Curriculum	IEPs (targets updated) 2Simple reports (Nursery)	Burns Poetry	
Term 4	Parent interviews	Class assemblies Spots Day P7 show	Stay & Play (nursery) Transition events (nursery)	Book Creator Reports (April) Newsletters IEPs (targets updated) 2Simple reports (Nursery)		

Portlethen Primary School Reporting Calendar

Review

This policy will be reviewed in Term 3 of 2020/2021 session.