



## Stockbridge Primary School

### Reporting Policy

Updated August 2022

**'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*

The purpose of reporting is to support and improve learning. It is an on-going process which provides clear information on a learner's strengths, areas for development and specifically what needs to be done to ensure continued progress and improved standards of achievement.

As much as possible learners should be involved in the reporting process through on-going reflection and dialogue about their learning. It is also important that reporting fully involves and values the role of parents and carers. We know that parental engagement has a significant impact on learners' progress.

Teachers at Stockbridge engage in a range of reporting activities throughout the year.

For individual pupils, these may include:

- Learning conversations with pupils
- Learners' reflections on their learning
- Parent consultation meetings
- Homework/shared learning activities
- Termly tracking information
- Review meetings
- Progress within additional support for learning plans
- Interagency meetings
- On-going feedback in classwork

For groups or classes, these may include:

- Assemblies
- Open days/events
- School concerts and shows
- Floorbooks
- Achievement wall displays
- Wall displays showcasing learning
- Class newsletters highlighting learning
- Curriculum workshops
- Information events
- Ready Steady Learn ('soft starts' where parents can join children in class)
- Class showcase events
- Social media

- School website/Twitter
- Parent Council meetings
- Pupil Council meetings

## ONLINE LEARNING JOURNALS

**“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.”** Reporting to Parents and Carers – Guidance for schools and ELC settings

Parents have told us that they value on-going information about their child’s progress instead of lengthy end of year reports which may leave little time or information to help them support their child’s learning. We use Online Learning Journals (OLLJ) to provide regular updates to parents on their child’s progress in learning.

OLLJs are updated regularly throughout the year. Teachers will provide a comment on the progress of each child 6 times per year as well as an end of year general comment. 3 of these comments will focus on Literacy and 3 will focus on Numeracy. Your child’s teacher will decide when to report on Literacy and when to report on Numeracy and Maths. The end of year comment will also include reporting progress using Curriculum for Excellence Levels and you will also receive information about your child’s attendance. One whole class observation will be provided for health and well-being near the start of the year in September. The observation is a general class comment for all. There are also 2 parent consultations which are currently virtual. Your child’s teacher will choose the best subject area comment to focus on based on learning in class at that time.

Term 1	Term 2	Term 3	Term 4
<b>By September weekend:</b> 'whole class observation' HWB (Health and well Being)	<b>Literacy or Numeracy:</b> Comment 1 Comment 2	<b>Literacy or Numeracy:</b> Comment 3 Comment 4	<b>Literacy or Numeracy:</b> Comment 5 Comment 6
<b>October:</b> Parent Consultations		<b>March:</b> Parent Consultations	<b>June</b> End of year general comment. Attendance and Curriculum for Excellence progress will be included in this.

Comments are tracked to appropriate Curriculum for Excellence Experiences and Outcomes – these will be taken directly from planning documentation. Comments are written using a range of assessment evidence, linked to individual pupil targets and using benchmarks. This could include summative and formative assessment, learning conversations with pupils and observations.

Comments will be approximately 200 words in length. The end of year comment will be 250-300 words in length.

At the end of each academic year, we will report on your child's progress against Curriculum for Excellence Levels and also send home a copy of your child's attendance.

**ADDITIONAL SUPPORT NEEDS**

No online learning journal comment should be a surprise to a parent. Any child requiring Additional Support for Learning will be referred as soon as possible, and parents and carers are informed – we work in partnership with families.