



Achieving Excellence
Together

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Gail Canning
Head Teacher



20th September 2023

Dear Parents/Carers,

Reporting to parents/carers @ CKPS

I hope you all had an enjoyable long weekend despite the rain, there is definitely a more autumnal feel in the air now!

For information for our new parents/carers and a reminder for everyone else, I thought it would be helpful to send out details of how we report to parents/carers on their child's progress in learning throughout the year.

Education Scotland state the following;

“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.

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.

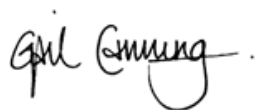
Approaches to reporting may and will take many different forms”

*(Reporting to Parents and Carers: Guidance for schools and ELC settings,
Education Scotland, 2016)*

As outlined above in the statement, reporting on learner progress takes many forms and we should not be overly reliant on lengthy paper-based approaches. Following consultation with school staff and parents/carers involving a questionnaire and focus groups, we agreed on the following arrangements for reporting at Carrick Knowe PS.

What	When	How	
<p>8 personalised observations focusing on the core subjects:</p> <ul style="list-style-type: none"> - Literacy - Numeracy - Health & Wellbeing (H&W) <p>These will include information about the learning, successes of the child and clear next steps.</p>	<p>Term 1 and 2: Literacy, Numeracy and H&W</p> <p>Term 3: Literacy, Numeracy and H&W</p> <p>Term 4: Literacy and Numeracy</p>	Learning Journals	The Learning Journal observations will not all be sent at the same time either for a class or across the school, so please do not worry if you receive an alert for one of your children and not the other. It will be coming within the timescale!
Reporting on other areas of the curriculum	Throughout the school year	Class Blogs via the School Website	
Parent Consultations	<p>Term 1: October</p> <p>Term 3: March</p>	<p>Parents may choose between:</p> <ul style="list-style-type: none"> - In Person Meeting - Telephone Call - Online Teams Meeting 	More information about times etc will be sent out nearer the time.
Mid-Year Tracker Report	December	Paper copy sent home	This will share whether a child is on track with their learning in core subjects, their progress and attendance % using a traffic light system.
End of Year Tracker Report	June	Paper copy sent home	This will share the same information as the Mid-Term Tracker with the addition of an end of year comment from the class teacher.

Kind regards,

A handwritten signature in black ink, appearing to read "Gail Canning". The signature is written in a cursive style with a large, stylized 'G' and 'C'.

Gail Canning
Headteacher