**City of Edinburgh**

**School Improvement Planning**

**Guidance for Standards & Quality Report – Summary for Parents**

The following guidance should inform the annual development of the Summary for Parents:

* No more than 2 sides of A4
* Suited to the parent body, check what you are proposing with parent council
* Reflect the S & Q report including evaluative comments
* Reflect the Improvement Plan – include next steps
* It should refer parents to the web-site where they can access the full S & Q version
* The purpose is to report on progress rather than promote the school which should take place through other communication channels eg. school web-site, School Newsletters
* In addition to the 5 key indicators, schools may wish to add other areas being careful to ensure that the S & Q report remains an evaluative document rather than descriptive.