

Engaging with
Parents and Carers
at Kilmaurs Primary School

January 2022

At Kilmaurs Primary we recognise the important role parents and carers have in supporting their child's education. An important feature of this partnership is ensuring, as a school, we provide regular information on the progress of your child. This will enable parents and carers to be kept informed of the work their child is undertaking, as well being aware of the strengths children possess and next steps in their education.

NATIONAL GUIDANCE

The national guidance provided to schools on assessment and reporting can be found in Building the Curriculum 5 and the National Framework published in September 2015. These can be downloaded from the Education Scotland web site (www.education.gov.scot)

LOCAL GUIDANCE

East Ayrshire Council provide a framework for Planning, Assessment, Moderation and Reporting. This document is available on request from the HT. As part of this framework, East Ayrshire Council provide a format for formal reporting on children's progress. This can be found at the end of this document, along with an explanation of CFE levels.

ASSESSMENT

Children at Kilmaurs Primary School are assessed on an ongoing basis using a variety of methods. These can include formal assessments taken at the end of a planned programme of work or informal assessments at different points during a planned programme of work. Examples of some of the assessment methods used are; jotter work, oral questioning, end of programme tests, teacher observations, homework assignments, co-operative group tasks and individual projects.

Teachers keep ongoing records of the information gained from these assessments and use them to judge the levels of attainment of individual pupils against an agreed standard. These assessment records are used when teachers are preparing the oral summary of learning provided at our parents' evenings and our written progress report issued in April of each year.

Like all schools in Scotland, the Scottish National Standardised Assessments will be used in P1, 4, & 7 at points throughout the session to affirm teacher judgement. We may also make use of other Standardised Assessments across the school year, and details of this can be found on our Kilmaurs Primary School Assessment Framework. (available on request from HT)

REPORTING METHODS

In accordance with national guidance, we are developing our reporting procedures to take the emphasis away from a single annual written report. We use a number of different reporting procedures across the school session. This will result in increased opportunities for parents to be provided with regular feedback on their child's education. Parents should expect a short and concise annual summary of progress in April followed by the May meeting where their child's strengths and development needs, attitude, behaviour and next steps are discussed.

Reporting on Progress meetings take place in October and May each session. In May pupils will be invited to attend. Parents and carers will be allocated a ten-minute appointment with their child's class teacher. Prior to the May evening, the pupil and parents will be provided with the opportunity to contribute to the agenda for the meeting through completing and returning a pupil/parent response sheet.

Every learner in our school has an electronic Learning Journal which will be updated regularly in school. Parents and Carers can also contribute to the learning journals and share wider achievements which are celebrated during our Friday assemblies. More information on Learning Journals can be found in our 'Parents Guide to Learning Journals'.

Each stage has an Open Morning/Afternoon once a session to which parents and carers are invited (Covid-19 restrictions permitting). This will give parents and carers the opportunity to see and hear about the work that the children have recently been undertaking. Sometimes there are even some learning activities for parents to do!

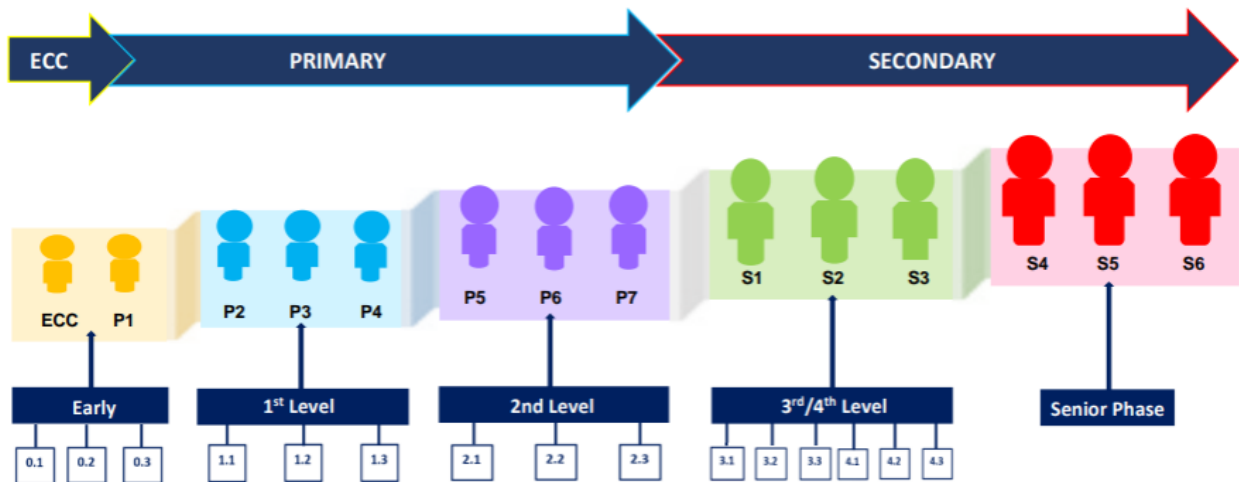
We hope that the information contained in this leaflet has been of use in understanding the reporting and engaging with parents' procedures currently in place at Kilmaurs Primary. If you would like to discuss the content of the leaflet further I would be pleased to meet with you. An appointment can be made by contacting the school office.

Yours in partnership,

Gillian Crawford

Head Teacher

Curriculum For Excellence Levels and EAC reporting template for information)





Kilmaurs Primary School
Report on Progress and Achievement 2020/21



Attendance (%):		Teacher:		Date:	01/02/22
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CURRICULUM FOR EXCELLENCE (CFE) LEVELS

EARLY LEVEL	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL
Pre-school years and P1 but later for some	To the end of P4, but earlier or later for some	To the end of P7, but earlier or later for some	S1 to S3, but earlier or later for some	S4 to S6, and college

LITERACY & ENGLISH

	Working Level	Progress (to target)	Progress (National)
Reading	Early		
Writing	Early		
Listening & Talking	Early		

Next Steps

NUMERACY & MATHEMATICS

Working Level	Progress (to target)	Progress (National)
Early		

Next Steps

HEALTH & WELLBEING

Working Level	Progress (to target)	Progress (National)
Early		

LEARNING ACROSS THE CURRICULUM

TEACHER COMMENTS

REPORTING CALENDAR

Please see an **example** of what our reporting arrangements may look like next session

(this will be subject to Teacher's Working Time Agreement, class structure, school improvement priorities and school holidays)

Month	Event
August	PI Parent Information Evening
October	Parents' Appointments
November	Snap Shot Jotters
November	P2 Sharing the Learning - Open Afternoon
November	P3 Sharing the Learning - Open Afternoon
November	(SIP Area) Parent Information Evening
December	P5 Sharing the Learning - Open Afternoon
December	P4 Sharing the Learning - Open Afternoon
December	PI-3 Nativity
	P5 and P6 Coffee Cookies and Christmas Hits
February	Snapshot Week
February	PIA and PIB Sharing the Learning - Free Flow Play open afternoon
February	P6/7 Sharing the Learning – Open Afternoon
March	P7 Sharing the Learning - Open Afternoon
March	RSHP Parent Information Session
March	P5/6 Sharing the Learning - Open Afternoon
March	P6 Sharing the Learning - Open Afternoon
April	Reports Issued (EAC reporting format from T and M)
	P3 and P4 Spring Showcase
May	Reporting on Progress Meetings. Pupil, parent & teacher
June	P7 Leavers Assembly
June	(SIP Area) Parent Information Evening
Ongoing	Learning Journals – see guide
Ongoing	ASN Reviews and TWTF Meetings
Ongoing	Attendance review and support meetings with families
Ongoing	School Social Media Pages
Ongoing	School App