**COMMUNITIES & EDUCATION DIRECTORATE**

**Executive Director (Interim): Caroline Amos**

**Cunninghame House, Irvine KA12 8EE**

**Tel: 01294 310000** [**www.north-ayrshire.gov.uk**](http://www.north-ayrshire.gov.uk)

*{Date}*Auchenharvie Academy,

Head Teacher: Calum Johnston BED (Hons)

Saltcoats Rd, Stevenston, KA20 3JW

Telephone: 01294 605156 E-mail: [auchenharvie@ea.n-ayrshire.sch.uk](mailto:auchenharvie@ea.n-ayrshire.sch.uk)

Date: 01.09.2022

Dear parents/carers,

**Broad General Education (S1-S3) Tracking Timeline for session 2022-2023**

I hope you and your family had a safe and relaxing summer break.

As part of our tracking and reporting plans for this new session, I am pleased to share with you our tracking timeline which provides an overview of our reporting schedule, allowing us to communicate with you about your child’s progress throughout the academic year. Moreover, it also includes dates for our parents’ evenings for your diary and whether these will take place face to face in the school or virtually as per our previous session.

As you will see illustrated, in the Broad General Education, from S1 to S3, we plan to report to you twice throughout the course of our session. The dates will vary depending on your child’s year group and are included in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **S1** | **S2** | **S3** |
| Tracking 1 completed by staff by | 04.11.2022 ( Full comments) | 02.12.2022 (Full comments) | 17.11.2022(Full comments) |
| FHs QA by | 11.11.2022 | 09.12.2022 | 29.11.2022 |
| Issued home by | 17.11.2022 | 16.12.2022 | 02.12.2022 |
| Tracking 2 completed by staff by | 24.03.2023 (CfE working levels and ratings only) | 10.03.2023 (CfE working levels and ratings only) | 21.04.2023 (Cfe working levels and ratings only) |
| QA by FHs by | 31.03.2023 | 17.03.2023 | 28.04.2023 |
| Issued home by | 21.04.2023 | 24.03.2023 | 05.05.2023 |
| **Parents Nights** | 25.04.2023 (Face to Face) | 17.01.2023 (Virtual) | 06.12.2022 (Virtual) |

Prior to each tracking report being completed, your child will have a learning conversation with each of their teachers to discuss their current CfE working level, their strengths and next steps in learning for each of their subjects. Their first report will include detailed teachers’ comments on these areas as well as ratings to inform you of your child’s behaviour, effort and homework completion in all curricular areas.

The second report will include their current CfE level and ratings only. Moreover, you will have the opportunity to discuss with your child’s teachers any further information or concern that you may have during our Parents’ evenings. This session, we will operate a hybrid system of face to face and virtual parents’ evenings as included in the timeline above.

We believe our tracking timeline maximises our opportunities as a school to communicate and work in partnership with you, keeping you updated on your child’s progress and attainment as they prepare to gain National qualifications.

I hope you will find this informative and as we prepare for another busy year ahead, may I take this opportunity to thank you all again for your continued support.

Calum Johnston

Head Teacher*{Name}*

