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*{Date}*Auchenharvie Academy,

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Date: 01.09.2022

Dear parents/carers,

**Senior 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 below, in the Senior Phase, we plan to report to you three times throughout the course of our session. The first report will be issued by the end of September and will consist of your child’s agreed aspirational grades in each of their subjects. Your child’s aspirational grades will be agreed after a learning conversation between your child and each of their teachers. Moreover, any previous SQA results will be considered if appropriate to support the teacher in suggesting an aspirational and yet realistic initial target grade. The report will also include ratings for behaviour, effort and homework completion.

The second report will be issued at the beginning of February 2023 and will include detailed comments from your child’s teachers following their prelims performance with strengths and next steps. Please note that following extensive consultation with parents/carers, pupils and staff, it has been agreed that our preliminary exam diet will run from Wednesday 23rd November 2022 until Wednesday 14th December 2022.

Finally, the third report will be issued home by 17th March 2023 and will include your child’s updated target grades in light of their prelims performance and most up to date ratings for behaviour, effort and homework completion.

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| **Tracking 1** completed by staff by | 16.09.2022 |
| FHs QA by | 23.09.2022 |
| **Issued home by**  | **30.09.2022** |
| **Tracking 2** completed by staff by | 20.01.2023 (Full comments) |
| QA by FHs by | 27.01.2023 |
| **Issued home by**  | **03.02.2023** |
| **Tracking 3** completed by staff by | 03.03.2023 |
| QA by FHs by | 10.03.2023 |
| **Issued home by** | **17.03.2023** |
| **Parents Nights** | **S5/S6: 25.10.2022 (Face to Face)** |
| **S4: 01.11.2022 (Virtual)** |

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}*