|  |  |  |  |
| --- | --- | --- | --- |
| Our Ref:  Your Ref:  Contact:  Tel:  E-mail:  Date: |  |  | |
|  | |  | Education and Families  Mr Mark Cairns  Head Teacher  Cumbernauld Academy  South Kildrum Ring Road  Cumbernauld  G67 2UF  www.northlanarkshire.gov.uk |

Dear Parent/Carer

**New Tracking and Reporting Progress Procedures**

As we approach the first opportunity for the school to update parents/carers on the progress of our pupils, I would like to share with you how we have updated our tracking and reporting progress procedures.

In summary, the school is taking forward the following areas of improvement:

* Improved clarity around the progress and achievement of CfE levels in S1-3 (Broad General Education).
* Regular progress updates to pupils and parents/carers with streamlined information.
* More succinct feedback free from jargon
* Direct opportunities to notify parents/carers throughout the term via email alerts, outwith the formal Tracking Report dates.(Via Parent Portal)
* Planned opportunities for learning conversations between pupils and staff regarding next steps in learning.
* More clarity of next steps when pupils are “Off-Track”.

Consequently, in session 2024/25, Cumbernauld Academy is changing our reporting processes and introducing a new Tracking and Reporting system called “Progress”.

Parents/carers will access this system directly online and as the year progresses more information will be available for pupils and families as we implement new features.

In summary, the new Tracking Report process will consist of:

* **Four Tracking Reports** for S1–6 issued to parents/carers throughout the year (dates published in the school calendar on the school website).
* More focused opportunities for **planned discussions between teachers and pupils** to discuss strengths and next steps.
* The continued use of **Parents’ Evenings** to allow staff to feedback on progress and follow up on aspects of learning and next steps.
* A new online tracking system (called “Progress”) to provide **instant feedback, automatically informing parents/carers of achievement concerns** in “real time” via email.

The four **Tracking Reports** for S1–3 will comprise of:

* **CfE LEVEL**: reporting CfE Levels that young people are **WORKING WITHIN**:
* CfE First Level **Bronze**/**Silver**/**Gold**
* CfE Second Level **Bronze**/**Silver**/**Gold**
* CfE Third Level **Bronze**/**Silver**/**Gold**
* CfE Fourth Level **Bronze**/**Silver**/**Gold**
* **PROGRESS**: an “On Track” or “Off Track” progress update measured against the learners’ current CfE Level.
* **ATTITUDE TO LEARNING**: a description of the learners’ attitude to learning:
  + **Bronze**
  + **Silver**
  + **Gold**
  + **Concern**

The four **Tracking Reports** for S4–6 will comprise of:

* **TARGET/ASPIRATIONAL GRADE:** levels for SQA exams and other SCQF awards:
  + Level: N3/N4/N5/H/AH/NPA/Awards
  + Result/Grade: P (Pass) / 1 / 2 / 3 / 4 / 5 / 6
* **PROGRESS**: progress update based on young people’s current levels of achievement measured against the learners’ target grade.
  + “On-Track to TARGET”
  + “On-Track to PASS”
  + “Off-Track”
* **ATTITUDE TO LEARNING**: a description of the learners’ attitude to learning:
  + **Bronze**
  + **Silver**
  + **Gold**
  + **Concern**
* **WORKING GRADE**: a description of the learners’ current working level:
  + P (Pass) / F (Fail) / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9
* **DUAL PRESENT**: notification if dual presentation is recommended at National 4 or National 3 along with National 5:
  + Yes or Blank

I hope that you find this overview of the changes to our reporting procedures helpful. Please get in touch with the school if we can provide any further information or clarification.

Yours sincerely

Kind regards,



Mark Cairns (He/Him)

Headteacher

Cumbernauld Academy