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Our Ref: JP
Date: 19th June 2026



Head Teacher
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Reports

Good morning,

As communicated in May, following the work of the Reporting Group, we have updated our report card and procedures for sharing the report. The report card for your child will be sent virtually to the contact details within Parents Portal. When logging in to Parents Portal, Report Cards section is included in the dashboard.

The new report card version is different to the report card contained within the Pupil Progress Profile. The new version includes an overall attendance percentage, three comment boxes from the teacher (Other curricular areas, Wider Achievements and Teacher Comment) and Achievement Level for Literacy/Numeracy and Health & Wellbeing. The Achievement Level is the level within the Curriculum for Excellence that your child has achieved. The first three levels are most relevant to primary school age children and described in the experience and outcomes. The broad expectations about progression through curriculum levels are explained in the table below –

Level	Stage
Early	The pre-school years and Primary 1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.

The broad expectations about progression would display in the report for the level achieved meaning your child would be currently working within the level above e.g. Achievement Level: 01 – Achieved First Level means your child is currently working within Second Level or Achievement Level: E – Achieved Early Level which means your child is currently working within First Level.

Once you have read the report and have any questions or would like to provide feedback on the new format, please complete this Microsoft Form and a member of our team will be in touch - [Report Questions/Feedback](#)

Finally, as we move towards the end of another school year, I would like to say thank you for your continued and valuable support throughout the school year.

Kind regards,

A handwritten signature in black ink that reads "J. Paterson". The script is cursive and fluid, with the first name "J." and the last name "Paterson" clearly legible.

Mr. Paterson

Principal Teacher