

# Inchinnan Primary School



*Dear Parents*

*As a result of parental feedback, please find attached an in-depth, briefing of all the different ways Inchinnan Primary uses to inform parents and carers about....*

## **Pupil Progress, Reporting Methods and Communication**

*We hope you find this informative and useful*

*Kind regards*

*Mrs Nicola McGlynn*

*Head Teacher*

## ***Methods of Reporting / Communicating with Parents***

Inchinnan Primary prides itself on its excellent partnership with parents. Our priority is not only providing high quality teaching and learning but ensuring the happiness and wellbeing of your child. Throughout the year we use a variety of ways to report on how well your child is learning and progressing in school.

This leaflet aims to make some of these ways more evident and allows you to see the benefits of each method used. This is not an exhaustive list but a guide on how you can expect to be kept informed of your child's progress in school.



### **Home-School Diary**

This is an opportunity for you and your child to keep up to date with homework, school events, work deadlines and assessment scores where applicable. This should be signed each night when your child has completed their homework. Your child will also be encouraged to complete the amount of Golden Time achieved each week, allowing parents to weekly review their child's progress in this area.

### **Homework**

Homework is issued by the class teacher to provide an insight into your child's learning and to reinforce concepts taught. This may take the form of written, practical or oral work. It is vital to ensure that you support your child by providing a quiet place for them to complete homework and that you check this homework and sign the Home School diary. It is very important to hear your child read, this is particularly important, from P1 to P5 but also very valuable for older children. This will help them to practice their expression and also allows you to track the progress of their reading. For Primary 6 and 7 pupils we ask that you support your child by asking general questions about their book and hearing them reading every so often. If you are unsure how best to help your child with homework please ask the class teacher who will guide you.

### **Parents Nights**

We have two formal Parents Nights annually. This is an opportunity for you to meet with your child's teacher to discuss progress. However, we are always happy to arrange meetings throughout the year should you have any concerns or issues you wish to discuss with the class teacher. Please contact the school office or put a note in the home school diary to make an appointment.

### **Pupil Progress Reports**

At Inchinnan primary we have always find it beneficial to have regular communication with parents about their child's progress and effort, thus on the months when we have no other communication with parents, pupils are issued with a short written report normally with a focus on a specific aspect e.g. Settling into class, Literacy – reading/writing, Numeracy, Health & Wellbeing.





## Sharing Learning

A variety of your child's work and achievements shall be shared regular through 'seesaw'. You are asked to discuss these with your child, exploring why they wanted to share that piece of work with you and parents can add a comment on their child's work if they wish. Pupils are also encouraged to discuss both with their teacher and at home why they wanted to share that piece of work and how they have progressed.



## Summative Report

At the end of the school year you will receive a summative report highlighting your child's attainment and achievements throughout the year across all curricular areas with a particular focus on skills developed in Literacy, Numeracy and Health & Wellbeing. You are given an opportunity to comment on your child's progress at this point. Your child is also encouraged to reflect upon and comment on their progress.

## Jotter Comments

Teachers regularly provide written feedback to pupils related to their learning and give advice on how to make further improvements. Staff will also use a variety of visual feedback to encourage and support pupils in their learning e.g. stampers, stickers, stars, smiley faces. A traffic light system may be used by both staff and pupils to feedback on progress. Further up the school, Traffic light system is also used for peer feedback where a child might comment on another child's work using a set criteria agreed with the teacher beforehand. The Senior Management Team also monitor pupil's jotters and speak with children throughout the year, making comments on their progress.



## Celebrating Learning

At Inchinnan Primary, pupils celebrate their learning and achievements weekly at assemblies. Throughout the year there will be various opportunities for you to view, share and comment upon your child's learning experiences and achievements. This may take the form of an open afternoon, a show, or some other event.

## Letters & Newsletters

Inchinnan Primary produces a variety of letters throughout the year to keep parents informed or to seek permission for trips and excursions. We encourage parents to regularly check with their children or in their school bag to ensure they receive all letters. We also produce a monthly newsletter which provides information on school events and future plans. This newsletter is sent home with pupils and can also be accessed on the school website.



## **Class Assemblies**

Every year, every class will deliver a class assembly to the whole school and the parents of pupils within that class. This assembly is an opportunity for the whole class to use various approaches to share some of their most recent learning. Dates for all these assemblies are always in the newsletter as well as in class diaries as a reminder nearly the actual date.

## **School Website / Text messages**

The Inchinnan Primary website is regularly updated with relevant information and other items of interest. Parent are encouraged to sign up for notifications, which will allows for immediate notification if anything is added to the site. Text messages are occasionally used to remind or notify parents of events or emergency issues/concerns.

## **Local Press**



We are proud of our pupils at Inchinnan and regularly invite the local press into school to photograph our events. This allows us to showcase our talented pupils to the local community!

## **Phone Calls**



Staff will not only call parents in the event of an emergency or illness. They will also use it as an immediate method of reporting or communicating to parents about something that has occurred that day or in response to a note that a parent has sent in.

## **Parent and Pupil Questionnaires**

We engage with parents annually through our whole school questionnaire. The results of the questionnaires are collated, summarised and issued to parents. We then form an action plan of improvement based on the results of the questionnaires. It is important for parents to know that their views are heard and acted upon.

## **Additional Support Needs**

Through our Extended Support Team Meetings (ESTs) we work in partnership with other agencies such as Educational Psychology and Home Link to assess the additional support needs of our pupils. These meetings are designed to help identify and implement strategies and supports to ensure we meet the needs of our pupils.

## **Pastoral Care**

We always encourage you to speak to your child's class teacher if you have any issues, concerns or worries about your child. The best way to do this is to contact the school to make an appointment however we are aware that some issues cannot wait and we are more than happy for you to drop in or contact us by telephone. All staff have a Pastoral Care role and we are happy for you to contact us with any issues relating to your child.

Please be assured that we will do our best to resolve issues quickly and fairly and that we are always there to support you and your child.

