

Inchinnan Primary School



Dear Parents

Please find attached an in-depth, briefing of all the different approaches Inchinnan Primary employs to keep parents informed about...

Reporting on Pupil Progress and Communication

I trust you find this informative and useful, if you have any questions please feel free to contact me directly.

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 also 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. For the past 2 years, and during the COVID 19 pandemic, the school has used Pupil Equity Funding (PEF) to purchase an advanced app called Seesaw to aid and assist in communicating directly with parents and pupils. This has proved invaluable, however its main function primarily relates to '*sharing the learning*' with pupils and families i.e. profiling your child's learning.

This leaflet aims to make clear the variety of approaches used by the school to include and share with you as a key partner in your child's learning journey and allow 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.

Homework



Our approach to Homework, since the pandemic, has significantly changed. There is greater emphasis on the use of technology through our use of the Seesaw app and also with the implementation of the Education City programme. This was purchased through PEF funding.

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. It is very important to hear/read/discuss with your child from P1 to P4 but also very valuable for older children. This will help them to practice their expression and 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 Evenings annually. This is an opportunity for you to meet/speak 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 send an email to the school enquiries address to make an appointment.



Pupil Progress Reports

At Inchinnan Primary we have always found 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. We ask that if parents have admin type information e.g. appointments, change to school pick up arrangements, request to meet/speak with teacher etc., that this is communicated via the school office or enquiries email.



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. As part of this process, you and your child are also given an opportunity to reflect upon and comment on progress.

Jotter Comments

Teachers regularly provide written and oral 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. In the upper school stages, a 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 Leadership 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 are using the seesaw app whenever possible to share letters/newsletters, but please remember to regularly check your child's school bag to ensure you receive all letters. We also produce a monthly newsletter which provides information on school events and future plans. This newsletter is sent home via seesaw and can also be accessed on the school website.

Class Assemblies

In a normal school 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 near the actual date.

School Website / Text messages/ Parent Pay

The Inchinnan Primary website is regularly updated with relevant information and other items of interest. This includes our yearly Standards and Quality report on school progress and the School Improvement Plan, outlining the key school development priorities for the upcoming academic session. Parents are encouraged to sign up for notifications, which will allow 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

The school may call parents directly in the event of an individual emergency or illness. Staff 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 Council / Parent and Pupil Questionnaires

We engage with parents regularly through participation on the Parent Council. We also undertake an annual whole school questionnaire, as well as periodically, around specific areas of development. 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 Team Around the Child Meetings (TACs) we work in partnership with other agencies such as Educational Psychology and Home Link to assess additional support needs of individuals. These meetings are designed to help identify and implement strategies and supports to ensure we meet the needs of our pupils.

Child Wellbeing Support Plans will be updated 3 times a year or as required and any adjustments / new strategies will be implemented by the class teacher, or other personnel as appropriate.

Pastoral Care

In the first instance, 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 in normal circumstances we are more than happy for you to drop in or contact us by telephone – 0300 300 0161. All staff have a Pastoral Care role and we are happy for you to contact us with any issues relating to your child. All emails should be directed to inchinnanenquiries@renfrewshire.gov.uk

Please be assured that we will do our best to resolve issues quickly and fairly, as possible. We are always here to support you and your child.

