



**Morebottle and Yetholm Primary Schools**  
**Reporting to Parents**

Receiving important information about your child/children is key to working together and can take different forms for different reasons (e.g. progress and achievement or behaviour and medical concerns).

**Progress and Achievement**

Reporting on progress is an important part of school life. For some parents this may be the first experience of school since your own time in school as a child so we feel it is important to share with you what to expect. Below is an overview of what we aim to provide each year.

<p>For pupils moving into Primary 1</p>	<p>We offer a face-to-face transition meeting where we will report to you on what to expect. This is usually in June once your child has had a few familiarisation visits to the classroom to work with the other pupils and staff there. Whilst not a reporting opportunity we feel it is key to ensuring a smooth transition into primary school for your child, and a chance to consider their progress so far in their learning journey.</p> <p>At this meeting we will share what learning is likely to look and feel like as well as provide an opportunity for you to ask any questions you might have.</p>
<p>Parent Consultations</p>	<p>For all Primary 1-7 pupils teachers will offer a 10 minute consultation in November. This should be a face-to-face opportunity where we will have examples of your child's work available to you to look at.</p> <p>Arrangements can be made to meet individual circumstances (e.g. if parents are separated, we can usually accommodate this with separate meetings). Equally, if a face-to-face meeting is not convenient then staff can often offer a telephone consultation during the evening too.</p>
<p>Report Cards</p>	<p>It is our aim to provide a written report of academic progress to parents by the end of March each year. This should be a comprehensive overview of learning, focussed on reporting on successes and areas that your child still needs to develop.</p> <p>The format of this should be accessible and relevant. Parents are encouraged to let the school know if there are changes which they feel could be made to help make this better for them.</p> <p>In line with data protection, report cards are sent home in sealed envelopes with your child. In the case of parents being separated we will post these out on the same day or email a copy depending upon preference (any other arrangements to be discussed directly with the school).</p>
<p>Showbie</p>	<p>By the end of each term staff will have uploaded key examples of learning into your child's Showbie portfolio (details of our Showbie approach are available). This learning should exemplify the progress they are making academically in literacy and numeracy.</p>
<p>Class assemblies/ Open Afternoons</p>	<p>These experiences are more about sharing the learning and learning together however they provide a great opportunity for parents to see progress and achievement in learning first hand.</p> <p>Please be aware that discussing learning with staff in this scenario is not necessarily confidential and any specific questions about a child's progress should be requested via the office where a mutually agreed date and time will be found to meet.</p>



### **Other times we will report to parents**

There are also times when the school may need to report back to parents about day-to-day situations.

This may, but is not exclusive, to:

- If your child has an accident in school (medical, including head bumps, or toileting). For an incident where your child have bumped their head you child will bring home a completed note in the book bag/ school bag with signs to monitor for to help keep them safe and well.
- If items for learning have been forgotten and/or broken for example iPads not charged or forgotten PE kit.
- If your child has exhibited poor behaviour choices. Staff will monitor behaviour in school and will contact you if they have concerns- this is unlikely to be on the first few times that a behaviour has occurred unless it is of significant concern.
- If your child has gone above and beyond in learning or behaviour. We want to establish meaningful relationships with families and that means not just contacting you with negatives. A note home, stickers or a phone call may occur when staff see things worth praising and sharing.
- If your child has not liked/eaten their lunch. This allows you to talk about this with your child and possibly amend their choices for the next time this option is on the menu. Staff will encourage but not force your child to eat and seek to provide an alternative if it is the difference between them eating or going hungry.
- If we are intending to start a block of Support for Learning- this allows you to be kept informed and aware of any specific targets.

The school uses Groupcall to communicate with families and we would encourage parents to sign up for the Xpressions App too.

Reporting to parents should be done in language that is easy to understand (i.e. no jargon) and be individual to your child. Please remember that we cannot talk about other children in the class/school and we ask that you respect this.