

Boroughmuir High School 2021/22 Tracking and Reporting

S1,2,3 Parents and Carers Update November 2021



How to help your child *at home* after reports are issued?

- Discuss the reports with your child
- If required discuss how general improvements could be made and how to best act on any NSI statements to make improvements
- Check their Homework Diary and help with organisation
- Help to ensure they have an appropriate place to work at home
- Check the balance is right with school work and screen time
- Look at the Subject Resources Pages for ideas for subject specific support. Click here for [S1 & S2](#) or [S3](#). These may help to support home learning
- Support your child accessing online materials on Office365 or other suggested websites
- Consider if attendance at the Homework Club on Wednesdays 3.35-4.30pm for more help with homework, study skills, revision, self-study, planning or a place to read.

What happens *in school* during reporting periods?

- Learning conversations occur between subject teachers and pupils
- Pupils complete a review of reports with their Pupil Support Leader during PSE lessons
- Curricular Leaders and class teachers review reporting data and use to plan appropriate interventions to support learning
- Some pupils will be asked to speak with Curricular Leaders, Pupil Support Leader or Depute Head Teacher as required
- Curricular Leaders, Pupil Support Leaders or the Depute Head Teacher will contact parents if required.

Parent's Consultation Evenings

Due to the continuing current COVID restrictions in schools, these are currently being planned to be online. This is the same as last session.

More information will be issued prior to these dates.

Parent's consultation evenings are planned for:

S1 - November 10th

S2 – March 16th

S3 - November 24th

Home-School Communication – Reports

Tracking Reports and **Progress Reports** are an important part of how we communicate information about your child's progress across their curriculum.

S1, S2 and S3 will receive:

- 2 x Tracking reports
- 1 x Progress Report containing teacher comments.

These will be issued by email to the *main* parent contact's email address and also will be sent to pupils to their school email address.

Progress Reports – teacher comments

Are included in one of the Tracking Reports. These include 3 sections for:

Course Content

Individual Progress

Next Steps

Progress reports are issued in:

S1 - May

S2 - March

S3 - June

S1-3 Tracking Information – Working Levels

In S1-3 we use Curriculum for Excellence (CfE) Working Levels to indicate how much of the course has been covered using the letters W and P.

These will appear in reports as 3W, 3P, 4W, 4P.

W	working within the level	<i>less than half</i> of the National Benchmarks covered or achieved
P	progressing within the level	<i>half or more</i> of the National Benchmarks covered or achieved

A **typical progression** through Curriculum for Excellence (CfE) Working Levels for many pupils is shown below.

In S4 we will report National Qualifications (NQ) levels

End of	Working Levels	
P7	CfE	2
S1	CfE	3W
S2	CfE	3P
S3	CfE	4W moving to 4P
S4	NQ	National 4 or National 5

S1-3 Tracking Information – Tracking Categories

In S1-3 we track:

Progress	How well are young people meeting course demands?
Effort	Are young people consistently engaged in their learning?
Homework	Is homework completed to expected standards? Or are they completing the suggested level of independent home-study.
Behaviour	Is behaviour meeting school expectations?

Descriptions of Tracking Progress, Effort, HW and Behaviour

	Level	Progress	Effort	Homework	Behaviour
Exceeding Expectations	1	Coping well with course, making good progress overall	Highly engaged, conscientious and consistent	Always makes a very good attempt	Behaves very well at all times in class
Meeting Expectations	2	Coping with course, making progress as expected	Engaged in learning , effort is consistently good	Makes a good attempt	Behaves well in classes
Requires Improvement	3	Requires some improvements to meet course demands, some gaps in knowledge, understanding and skills Use NSIs for improvement	Not always engaged and effort is inconsistent	Inconsistent when completing homework	Inconsistent behaviour and some improvements required
Cause for Concern	4	Not coping with course demands	Pupil is not engaged , and effort is minimal	Rarely makes a good attempt	Serious concerns with behaviour

Next Step for Improvement (NSIs)

NSI statements will be selected by teachers when use tracking levels 3 or 4: **Requires Improvement** or **Cause for Concern**

Examples are:

Stage	Letter	NSI Description
S1	A	Improve organisation of materials
S1	B	Make better use of Office365 materials
S1	C	Complete classwork to best of your ability
S1	D	Improve focus and commitment in class
S1	E	Complete homework on time
S1	F	Improve the quality of homework

S3	K	Ask for help more regularly
S3	L	Act upon feedback given
S3	M	Stop interrupting / Speaking out of turn
S3	N	Challenge yourself more
S3	O	Support your opinions with reasons
S3	P	Attend Study Support classes
S3	Q	Revise more effectively for class assessments
S3	R	Use your strategies to improve your focus and commitment in cl