

REPORTING

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions.

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

Our 'pupil reports' will help you to understand more about the curriculum each child follows and will:-

- ◆ **comment on strengths and development needs so that parents know what encouragement and support they can give**
- ◆ **comment on aspects of personal and social development including attendance and behaviour**
- ◆ **provide an overall assessment of the pupils' level of attainment in each subject**
- ◆ **give parents an opportunity to respond to the report and raise their own points for discussion**
- ◆ **specify a contact teacher for parents**

Parents of students experiencing difficulties will be contacted through an early warning system which is co-ordinated by the Pupil support staff.

FOURTH/FIFTH AND SIXTH YEAR:

We operate an early warning system by which a parent is informed of lack of application, absence, failure to do homework or constant late coming, etc. Candidates for the national examinations are liable not to achieve the grade in those examinations which the parent (and the school) has a right to expect of him/her, should these issues not be addressed.

If you receive such a warning please discuss the matter further with the pupil support staff and with your son/daughter to bring about an improvement on the part of the pupil.

The Head Teacher or a member of the senior management team will be happy to see parents at any time if a case is urgent. It is better to telephone and make an appointment whenever possible.

We welcome any comments or additional information from parents to help us provide the best possible education for your child.

SUMMARY OF TIMES FOR CONTACT WITH PARENTS

Year Group	Tracking Report	Full Report
S1	October & January	June
S2	November & May	February
S3	November & February	May
S4	September & March	February
S5/6	October & March	November

Parent/teacher consultation meetings are normally arranged as follows:-

FIRST YEAR	NOVEMBER
SECOND YEAR	MARCH
THIRD YEAR	DECEMBER
FOURTH YEAR	OCTOBER
FIFTH/SIXTH YEAR	MARCH

Other evenings may be arranged during the course of the year on specific topics such as:- pupil attainment, curriculum information or briefing for excursions abroad.

Parents are informed of these meetings by hand-delivered letter.

In September there is a workshop for the parents of S5/6 where the range of NQ courses is outlined. In October parents of S4 pupils are invited to attend a meeting with regard to National Qualifications Courses and Assessments. In January the parents of S2 pupils are invited to a meeting where the Options procedures are explained.

The important point is that you contact us without delay if you have concerns or worries about any aspect of our operation.