Tracking and Reporting Policy



Craigowl

Primary

School

Sep 2023

Review Sep2024

Craigowl follows the DDC guidance on Tracking and Reporting. (see attachment)


Tracking and Reporting Policy Upd


Guidance%20on%20 Tracking%20and%20I

This policy will highlight key aspects and anything that is bespoke to our school.

Tracking Pupil Progress

- CfE Levels achieved for **Reading**, **Writing**, **Listening & Talking**, **Numeracy** and **Mathematics** are recorded.
- Data is entered into Seemis Progress and Achievement **at least twice per session** during periods agreed at school level e.g. by end of December, updated by the end of May.
- Predictions for achievement of the next level will be made in November and March and are recorded using the following terms:

U	**U**nlikely to achieve expected national standard
L	**L**ikely to achieve expected national standard, with support
T	On **T**arget to achieve expected national standard
A	Will achieve **A**head of expected national standard

- A comment for Literacy (all three organisers), Numeracy and Mathematics will be entered at least once per school session. In some schools this may be twice or more, as agreed within the school's agreed reporting arrangements.
- Reports to parents/carers from Seemis will be based upon the levels and comments entered in Progress and Achievement (see Reporting below)
- The annual National CfE (ACEL) Survey collects data in June for Literacy and Numeracy only, for P1, P4 and P7. These are submitted to SLT usually by the end of May.
- Adhoc achievement of a level (ie not at the end of a school year) are submitted to SLT as and when required. This stored in TEAMS>Attainment>Adhoc. Please email HT whenever you update this form.
- There are tracking sheets for numeracy, literacy and HWB to track progress across these areas of the curriculum. Progress will be recorded termly and these are found within TEAMS

ULTA predictions will be recorded against achievement of a level. Is the learner likely to achieve their expected level at P1, P4 and P7.

Tracking is coloured against the planned learning level for each learner.

Reporting to Parents / Carers

The Standard for Dundee
Each school will provide at least **four** formal reporting activities across each school session for every pupil.

Types of Reporting Activity

Formal reporting activities are:

- Meet the Teacher events
- Face to face parent consultation meeting (e.g. Parents' Evenings)
- Written Report

P7 profiles to be developed within the school.

School must ensure there is a balance of these activities over the school session:

- *at least one must be a face-to-face meeting* with parents/carers
- *at least one must be a written report* from SEEMIS Progress and Achievement.

At Craigowl we offer two face to face parent interviews, one written report and a start of session Meet The Teacher event.

Parent interviews usually take place in November and March.

Written reports are issued in June

Parent Contact

To ensure equity, parent contact meetings are worked in line with allocated hours (from the WTA) and number of pupils in class.

Parent contact will be held in the assembly hall and will usually run between the hours of 3:30pm-6pm.

Parents Nights will take place in the Assembly Hall.

Staff do not need to stay to the end of Parents' Nights when they have completed their appointments.

Staff who support learners in classes or ESA will be available to meet with parents either alongside or separate from class teacher.

RCT staff should use this time to 'meet and greet' or complete tasks directed by SLT as appropriate.

Report Writing and Parents Meetings

In line with DCC guidelines this is completed on SEEMIS. This should follow a two stars and a wish format for each main heading.

Literacy: Reading, Listening and Talking and Writing

Numeracy: Numeracy and Maths

HWB: HWB and PE

General Comment.

Reports will be proofread by SLT and those staff who do not have a report writing commitment.

When RCT is delivered as a discrete area by an additional member of staff, they will also add a comment in to the appropriate areas using the same 2 stars and wish format. Where RCT is not a constant or discrete, RCT teachers will proofread reports for classes they work with.

All of these activities are part of teacher responsibility and reflected with in the Working Time Agreement.

Within Craigowl there are number of staff on part-time contracts and this must be reflected in the expectations on all of the above.

Class teachers who work with the class 80% will attend all Parents' Evenings, even if these occur on non-working days.

The teacher who is responsible for planning and assessing learning, will be responsible for reporting on these areas. If covering a class part-time, this teacher will be responsible for reporting on the areas of the curriculum they cover.

Part time staff will produce their own Working Time Agreement based on their individual responsibilities. This can then be shared and agreed with SLT at the beginning of a session. The total of the Working Time Agreement will be pro rata.

0.4 – 76 hours
0.6 – 114 hours
0.8 – 152 hours
1.0 – 190 hours