

Portlethen Academy Reporting and Interventions

Policy and Procedures

Rationale

At Portlethen Academy, reporting serves a number of functions:

- Provides information to parents on their child's progress
- Informs learning conversations with pupils on their next steps and choices
- Allows whole school tracking and monitoring of progress to identify where interventions are required
- Forms part of Portlethen Academy's raising attainment strategy

Reporting Procedures

There are 4 reporting events per year group per session:

- 1 Parents' Evening
- 1 Progress report
- 2 Tracking reports

BGE (S1, S2 & S3)

Tracking report

When	Grades	Level	Progress within Level
Twice a year	Graded 1-4 for Effort, Behaviour & Homework 1 – Excellent 2 – Good 3 – Inconsistent 4 – Needs Improvement	Level 2 Level 3 Level 4	X – Exceeds expectation O – On target A – Appropriate progress R – Requires support

Progress report – Once a year

Same as above plus a comment on advice on next steps for pupil to make in order to progress their learning.

These reports allow us to track progress against the experiences and outcomes in each Curricular Area and to make informed recommendations for subject choice.

Senior Phase (S4, S5 & S6)

Tracking report

When	Grades	Working Grade	Next Target Grade
Twice a year	Graded 1-4 for Effort, Behaviour & Homework 1 – Excellent 2 – Good 3 – Inconsistent 4 – Needs Improvement	Grade at which the pupil is currently working	Pupil's target grade to work towards by the next reporting period.

Progress report – Once a year

Same as above plus a comment on advice on next steps for pupil to make in order to progress their learning.

Expectations and Responsibilities

Teachers

Interventions by PTs, Guidance and Year Heads

After each set of reports has been printed, year heads will identify pupils who have been awarded 'inconsistent' or 'needs improvement' for effort, behaviour and/or homework and will request interventions. These interventions will involve a discussion around expectations and plans for improvement. Parents will also be informed.

S1, S2 & S3		S4, S5 & S6	
No of issues	Intervention	No of issues	Intervention
1 subject	Principal Teacher	1 subject	Principal Teacher
2/3 subjects	Guidance Teacher	2 subjects	Guidance Teacher
4 or more	Depute Head	3 or more	Depute Head

Interventions by Class Teacher

Class teachers will have ongoing discussions with pupils to review their progress. This could involve differentiation to ensure pupils are working at the correct level, ensuring pupils know what level they are working at and setting targets for them so they know what they need to do to improve.

Pupils

- Review report and work towards targets that have been set for them.
- Make use of the support available so that they are clear on what they need to do to improve.

Parents

- Discuss report with their child and provide advice and support where there are aspects for development.
- Attend parents' evening where they will have the opportunity to discuss their child's progress.

REPORT
CARD

A+