

GLENCORSE PRIMARY SCHOOL

'A small school building big dreams'

Report Writing to Parents

The school report is a valuable opportunity to communicate with parents and should therefore reflect the importance we attach to each child's progress and welfare when attending Glencorse Primary School.

A good report should convey, through teacher comments, a clear impression of personal knowledge of the pupils, the progress, strengths and development needs of each child.

Personalise reports by using the child's name when appropriate.

Ambiguous comments may lead to misunderstanding eg 'writing has improved' -----you should differentiate between handwriting and composing skills.

Reports should comment on the child's understanding of concepts, eg 'can understand number six', rather than 'can count to six'. Always judge the child against him/herself, not in comparison to others in the class. Avoid comments, eg 'is in the top group'.

A report should contain no 'surprises' as, if there are genuine concerns, these should have been shared with Headteacher/parents at an earlier stage.

Reports should be legible, correctly spelt, clear and easily understood. Avoid the use of professional jargon.

Parents will have the opportunity to look at workbooks and textbooks at Parent Consultations. Information about books in use, eg Heinemann Book 4, should not be included in the report.

Although reports need to be concise, teachers should avoid generalisations such as satisfactory, poor, etc, unless words are qualified.

Avoid the use of the same terms throughout the report.

Comment on all strands of Language, Numeracy and Maths, and Expressive Arts. Inform parents on topics covered in Environmental Studies.

Quality reporting reflects the skill and professionalism of the teacher, therefore if in any doubt about report writing; ask for the support of the Headteacher.

Reports should be signed by class teacher and Headteacher.