# Winchburgh Academy

BGE (S1 - S3)

Parent-Carer Tracking, Monitoring & Reporting Guide







### **Our TMR Aims**

BGE means the **Broad General Education** (up to the end of S3)

CfE means Curriculum for Excellence

TMR means Tracking, Monitoring & Reporting

#### Aims:

1/ To provide young people with high-quality feedback about their progress highlighting their strengths and next steps.

2/ To provide parents and carers throughout the year with timely information that allows them to form a clear understanding of how their child is progressing.

3/ To support appropriate pupil pathways as they progress through the year groups into the senior phase (S4 - S6)

The purpose of our reporting is to support and improve learning.

Our tracking and reporting is designed to be an on-going process which provides clear information about a young person's strengths and next steps.



### **TMR**

Each year group in the BGE receives 3 formal TMR updates/reports throughout the year.

- 1 Tracking Report (working levels, school values and 4 capacities)
- 1 Full Report (all the above plus teacher comments)
- 1 Parent Feedback Appointment (in-school)

The programme/software we use is called Didbook - Progress. We use this as we feel it provides us with the opportunity to make it specific to our school and we can email it to all parents/carers and young people at the click of a button.



## **BGE TMR Dates**

Year Group	Tracking Updates	Full Report (with teacher comment)	Parent Feedback Appointments
<b>S</b> 1	December	March	May
S2	March	December	January
<b>S</b> 3	December	January	March



# Working Levels

Student progress is based on CfE levels until the end of S3, prior to the Senior Phase beginning in S4

Level	Stage	
1	To the end of P4, but earlier or later for some.	
2	To the end of P7, but earlier or later for some.	
3	S1 to S3, but earlier or later for some.	
4	The Fourth Level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all the Fourth Level outcomes. It is expected many learners will reach this during S3. The Fourth Level broadly equate to Scottish Credit and Qualifications Framework level 4.	



## Working Levels

Our tracking and reporting also provides an indication of how well a young person is making progress within that level:

Platinum	Gold	Silver	Bronze
Consistently achieving success at this level independently, and demonstrating success in some aspects in the level above.	, ,	Achieving success at this level, with some independence.	Achieving success at this level, with support.



### **School Values**

- In each report, we also indicate how well a young person is demonstrating the school expectations and school values in each class using a gold, silver and bronze rating (see the table below).
- It is essential for all young people to realise that not only are they responsible for their own learning but also responsible for ensuring all others can be excellent learners.

#### Respect & Kindness

Gold	Silver	Bronze
Consistently models our school values of respect and	Usually models our school values of respect and	Regularly reminded to model our school values of respect
kindness.	kindness.	and kindness.

#### Ambition & Engagement

Gold	Silver	Bronze
Consistently demonstrates ambition and engagement through their participation, effort, and commitment.	Usually demonstrates ambition and engagement through their participation, effort and commitment.	Regularly reminded to demonstrate ambition and engagement through their participation, effort, and commitment.



#### The 4 Capacities of Curriculum for Excellence

Using the same rating scale (gold, silver and bronze), each teacher also indicates how well young people are progressing in each class as a:

- Successful learner
- Confident individual
- Responsible citizen
- Effective contributor





In the full report, each young person will also be provided with comments from their class teachers. This is divided into 2 sections:

### Comments



1/ Strengths/What is going well



2/ Next steps in learning



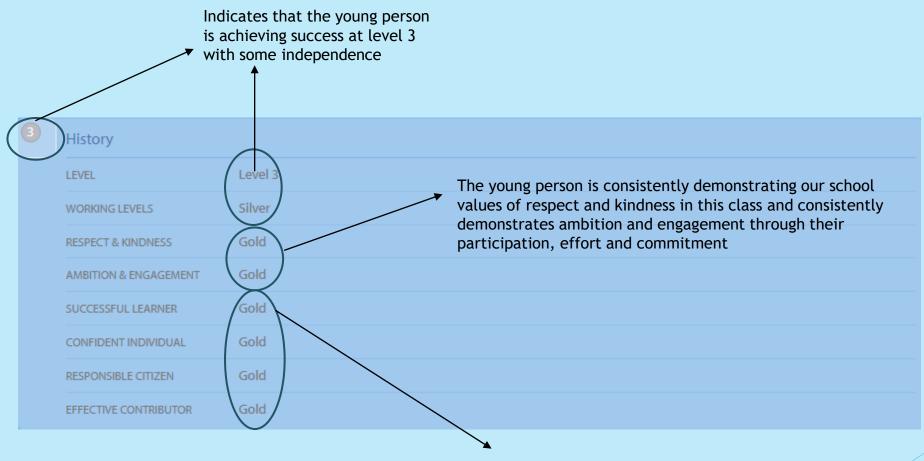
### Other Points

In English, reports are divided into the three elements of literacy (reading, writing, listening & talking).

Also, in addition to the Maths report, the Maths teacher also provides an update on numeracy progress.



## Example



The young person is progressing well in this class in relation to the 4 capacities of Curriculum for Excellence.



Having read and reviewed the report, if you have any questions or queries, please email the school office for the attention of your child's PSR teacher in the first instance.

