

## **REPORTING TO PARENTS**

### **GUIDELINES FOR WRITING END OF YEAR REPORTS**

1. The report is a **summative statement** of the student's progress and achievement for the year. It should be presented in a professional manner. (neatness, no twink!)
2. The style should be **formal, but simple**. Use full sentences and include the student's name at least once in your comments in each section. Avoid jargon as much as possible.
3. **Be truthful**. You are aiming to give parents an honest picture of what their child **has done, can do and what he/she is working on**, perhaps incorporating his/her current goals.

Be clear. If there are problems that the student needs support to overcome, or that need to be addressed in some other way, say so. Be as specific as possible, but ensure your comments are professional and preserve the self-esteem of the child.

There should be no major surprises for parents. If a child is experiencing serious difficulty in any area, parents should have been informed during the year.

4. Be wary of comments that begin with "He/She needs to .....". In some circumstances they may be appropriate, but can also often be more an indication of what you as a teacher need to address.
5. Avoid comments that make assumptions or predictions for the child's future, such as, "\_\_\_\_\_ should do well next year," or "\_\_\_\_\_ will make a good leader." Rather "\_\_\_\_\_ has often shown leadership skills during group activities this year."
6. Write comments that focus on the evaluation of student performance, not on descriptions of programme content.
7. **Avoid value judgements**. Comments should be factual and neutral in tone, e.g. rather than "\_\_\_\_\_ is lazy," "\_\_\_\_\_ needs close supervision to ensure he/she completes set tasks."
8. Use the scheme documents for guidelines to identify levels and stages (emergent, early, fluent) at which a student is working.
9. Consider your assessments for the section on the back of the report before you write your comments for the General section, to ensure you are not repeating yourself, and that your comments are **consistent** with your ticked assessments.
10. In the General section aim to give an overall picture of the child. You might include comments on:
  - Progress and achievement in subjects not covered in the other sections.
  - Work habits
  - How he/she interacts with others (children and adults).
  - Special talents.
  - Special needs.
  - Extra assistance needed.
  - Extra curricular activities he/she has participated in.
  - Responsibilities carried out during the year.

This section should be structured and coherent, not a list of disconnected sentences.

**Try to finish on a positive note.**

11. **Attendance: Causing Concern** – 12 or more days of absence, but use your discretion if there have been special circumstances.

**Excellent** - Two or less days absence during the year.

**REPORTING TO PARENTS****Some Useful Words & Phrases**

- shows
- understands
- uses
- expresses
- experiments
- applies
- constructs
- describes
- recognises
- builds
- has the ability to
- has produced
- shows knowledge
- shows skills
- shows responsibility
- is eager to express
- is learning to
- is working towards
- work independently
- contributes to
- responds
- explores
- exhibits
- often
- knows about
- well developed
- capably
- can apply
- seeks further information in
- independently motivated in
- a flair for
- self motivated in
- is able to
- produces
- demonstrates
- creates
- has learned
- knows
- organises
- solves
- interprets
- compares
- shows confidence
- shows awareness
- shows interest
- is developing
- is coping with
- is able to
- works confidently
- realizes
- enjoys
- experiments
- creates
- frequently
- skilled at
- willing participant
- confidently
- now understands that
- can be relied on
- completes
- participates
- works well
- continues to
- performs
- develops
- extends
- illustrates
- explains
- evaluates
- has achieved
- shows ability
- shows comprehension
- shows evidence of
- is eager to confirm
- is proficient at
- is beginning to
- is capable of
- has mastered
- displays a high degree of
- responds positively to
- excels
- initiates
- works towards building skills
- shows strength
- consistently
- perseveres
- involved in
- attempts
- can be relied
- well developed
- able to set achievable goals
- tries to
- experience difficulty with
- is being encouraged to
- is developing
- requires support with
- is learning to
- with perseverance
- with more attention
- with support
- with encouragement
- is trying to
- is making progress towards
- is now
- has identified that
- requires extra help
- is working at
- continues to
- attempts to
- is benefiting from
- requires ongoing help with
- requires teacher assistance to
- with further
- with further practice
- with added / extra help
- is learning to
- relises
- is aware that
- is beginning to
- is progressing towards
- more emphasis will be placed on
- is developing skills/understanding in
- requires more time and
- practice with
- needs support and encouragement with
- is receiving additional help with