

## Outline of Reporting and Profiling Timelines

### Term 1

Meet the Teacher

Parents' Night in October

### Term 2

Learning through enterprise

P1 Nativity

### Term 3

Parents' Night in March

Whole school sharing learning event

### Term 4

End of year summative report - issued late June

P7 graduation

### **Other events that may take place across the school session and to be arranged class by class**

Shared starts/finishes—one per class

School show (either P2/3 or P5/6)

Class assemblies—see annual calendar

Grandparents/special person shared learning event

Sharing the Big Picture termly

# Low Port Primary School



## Report and Profiling Information Leaflet

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West Lothian  
Council



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## Reporting and Profiling – What is this?

*“Reporting has two main purposes. Firstly, it provides clear, positive and constructive feedback about children’s and young people’s learning, looking back on what has been achieved against standards and expectations. Secondly, it creates an agenda for discussions between learners and those supporting them in their next steps in learning.*

*Reporting comprises a range of activities including, for instance, written reports, children presenting their learning to their parents, parents’ consultations, ongoing oral discussion. Staff should ensure that learners are involved in reporting activities in order to promote learners’ ownership of their learning.”*

### ***Building the Curriculum 5***

In line with West Lothian Council and Union guidance, we have amended our schedule for reporting to parents. We aim to ensure that:-

- Our learners are fully involved in the process so they can have ownership of their learning.
- Our parents/carers have detailed regular updates throughout the session on their child’s learning

## What do we do at Low Port Primary School?

### Profiling

We use electronic profiling for both P1-3 and P4-7, which gives parents/ carers the opportunity to spend time with their child in discussion about their learning, targets set and progress made. This can be done at a time of your choosing in the comfort of your home, and to fit with busy lifestyles. Parents/ carers can also see recent classwork during parent consultations. P1-3 use Online Learning Journals. You will be given specific log in details for your individual child. P4-7 will use Glow Eportfolios/Blogs with access through your child’s own individual Glow login details. Both electronic versions are secure and meet WLC IT Safety requirements.

## How do we report to parents at Low Port Primary School?

### Parents’ Evenings

Parent Consultations will be held twice a year in October and March. During the evening you will have the opportunity to meet with your child’s class teacher to discuss their progress and next steps. There will also be an opportunity to view your child’s work.

### Written reports

Summative end of year reports are issued in June, with space for learners and parents/carers to feedback too.

### Other ways in which we report to parents at Low Port Primary School may include:-

- Assemblies
- School shows, including nativity
- Shared starts and finishes one per class per year
- Whole school sharing our learning events once a year
- WOW jotters (Week of Work jotters showing progress over time)
- Class specific events, such as grandparents /special person day; Graduation; pupil-led charity events.
- Enterprise evening
- Online Learning Journals (P1-3) and Glow Eportfolios/Blogs (P4-7)
- Twitter
- Class work, including home learning.
- Sharing the Big Picture, to set the scene for learning in each class

### Communication

Low Port values home/ school two way communication as key to your child’s learning. We are always open to reviewing this programme and your feedback.

Should you have any questions or concerns about your child’s progress, please contact the school office to make an appointment to talk to your child’s teacher. If the school are at all concerned about your child, we will contact you.