Stockbridge Primary School Reporting

Policy Updated August 2026

'Parents and families must have access to information that allows them to form a clear understanding of how their child is progressing, and the information they need to help them play a key role in their child's education.' **National Improvement Framework**

The purpose of reporting is to support and improve learning. It is an on-going process which provides clear information on a learner's strengths, areas for development and specifically what needs to be done to ensure continued progress and improved standards of achievement.

As much as possible learners should be involved in the reporting process through on-going reflection and dialogue about their learning. It is also important that reporting fully involves and values the role of parents and carers. We know that parental engagement has a significant impact on learners' progress.

Teachers at Stockbridge engage in a range of reporting activities throughout the year.

Activities involving individual pupils in the reporting process include:

- Learning conversations with pupils
- Learners' reflections on their learning
- Parent consultation meetings
- Homework/shared learning activities
- Termly tracking information
- Review meetings
- Progress within additional support for learning plans

• Interagency meetings

• On-going feedback in classwork

Activities involving groups of children in the reporting process include:

• Assemblies

• Open days/events

• School concerts and shows

• Floorbooks

• Achievement wall displays

• Wall displays showcasing learning

• Class newsletters highlighting learning

• Curriculum workshops

• Information events

• Stay and Play events

• Open classroom events

• Pupil leadership groups (eg pupil council)

Reporting to parents

We report to parents in a variety of ways:

Online Learning Journals

We use Online Learning Journals (OLLJ) to provide regular updates to parents on their child's progress in learning. These are updated regularly throughout the year.

End of year report

At the end of the school session your children will receive a report which includes an end of year comment along with progress towards Curriculum for Excellence Levels. This report will also include information about your child's attendance.

Progress Jotters

We share your child's progress jotter at several points throughout the year. This jotter has key evidence of learning across different curriculum areas and is used to capture evidence of progression.

Open classroom events

You will be invited to an open classroom event twice in the year to see the classroom environment and to give your child the opportunity to share their learning with you.

Parent consultations

Parent consultation meetings take place twice in the year. These are normally in October and March. The consultations are 10 minutes long and give you the opportunity to talk to your child's teacher about their progress in learning. We encourage you to bring your child along to this meeting and to include them in the discussion.

Additional Support Needs

If your child has an identified additional support need requiring involvement and support from other agencies you may be invited into a Child Planning Meeting. This is a meeting where professionals and parents work together to create a plan to meet a child's needs. Your child's views are gathered beforehand to inform the plan.

The table below gives an overview of when the reporting activities listed above take place throughout the year:

Term 1 (Aug-Oct)	Online learning journals: Individual settling in comment	Progress Jotters Shared	Parent Consultation Meetings (October)	**Online Learning Journals** will be used to provide updates on current areas of focus for class learning. **Open Classroom Events** – you will be invited in 3 times during the year to your child's class. These events give children the opportunity to share their learning and next steps with parents.
Term 2 (Oct-Dec)	Online learning journals – individual mid-year progress comments for Literacy and Numeracy			
Term 3 (Jan-April)		Progress Jotters Shared	Parent Consultation Meetings (March)	
Term 4 (April-June)	End of year reports (June)			