



14 October 2021

Dear Parent/Carer

I am writing to clarify Alford Academy's Tracking, Monitoring and Reporting process as we have recently sent some of our reports home. We have a number of different types of Reports, which are detailed below.

Of the 3 formal tracking events in an academic session, one is a Pupil Progress Report (PPR) and two are validated by teachers (VPPR and a Full Report).

As part of the reporting process to parents/carers we have Parents Evenings in our calendar, which give teaching staff a chance to discuss pupil progress and next steps with parents/carers. Currently, we have planned that all of our Parent Evenings this session will be Virtual, but as with many events over the last 20 months that may be subject to change.

Pupil Progress Reports (PPR)

Stage 1. Pupil Data Entry - this is completed by pupils.

This allows pupils an opportunity to reflect on their progress, their goals in the subject, and to share these views with teachers, parents and carers. The skills involved in this reflection are vital for being both the best possible learner, and in preparing for life beyond school. We feel that a pupil's ability to be able to reflect on their personal learning journey is very important and it helps them to articulate where they are in their learning and can help them to identify "next steps." Pupils are asked to reflect on and submit data for their - Habits of Work and Learning (HoWLS - Work Hard, Aim High, Be Kind) The HoWLS underpin our school ethos and pupils are guided through this as they complete the PPR.

Stage 2. Staff Review:

In a PPR the data entered is used by staff in supporting your child, but there will not normally be a teacher comment. Occasionally, we may indicate that the data entered by your child has been flagged for further support or intervention and will be (or has been) followed up by a specific member of staff.

Stage 3. Issue of the reports and reflective discussion at home.

We strongly recommend that parents/carers discuss the report with their child to help praise strengths and identify next steps to achieve their best and ensure their academic aspirations, the Minimum Expected Grade (MEG) are in line with their post school aspirations.

Validated Pupil Progress Reports (VPPR)

Stage 1. Pupil Data Entry: - as per the PPR above.

Stage 2. Staff Data Entry:

Staff are asked to agree or otherwise with the HoWL data your child has entered, to provide a Minimum Expected Grade (MEG) for pupils in graded courses and a progress code (relative to the MEG). For pupils in S3 a progression pathway will also be highlighted, to suggest the level of course that a pupil could access or attain going forward. Additional brief comments may or may not be provided.

Stage 3. Issue of the reports and reflective discussion at home.

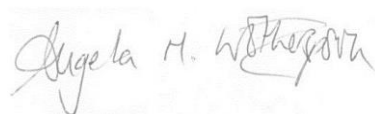
We strongly recommend that parents/carers discuss the report with their child to help praise strengths and identify next steps to achieve their best.

List of Parents Evening and Reporting Dates

Year Group	PPR	VPPR	VPPR (Full Report - with Teacher comments)	Parents Evening Start 5pm
S1	Week commencing (w/c) 8/11/21	w/c 20/12/21	w/c 02/05/2021	Wednesday 10 th November 2021
S2	w/c 8/11/21	w/c 06/12/21	w/c 16/05/2022	Tuesday 1 st March 2022
S3	w/c 20/09/21	w/c 30/05/2022	w/c 17/01/2022	Tuesday 15 th March 2022
S4	w/c 07/02/2022	w/c 04/10/2021	w/c 29/11/2021	Thursday 17 th February 2022
S5/6	w/c 07/02/2022	w/c 27/9/2021	w/c 13/12/2021	Wednesday 23 rd February 2022

As you will see from the above our first Parents Evening of the session is on the second week back after the October holidays, on Wednesday 10th of November, for S1 Parents/Carers. We will communicate with Parents/Carers as soon as we are back in school in early November regarding the arrangements for this.

Yours sincerely



Angela M. Wotherspoon (Mrs)
Head Teacher