

Harlaw Academy

18-20 Albyn Place
Aberdeen
AB10 1RG
Headteacher: Mr R McLaren



25 February 2022

Dear S4 Parent/Carer,

Full Progress Report

All year groups in Harlaw Academy receive three different forms of communication, per year, as part of our Reporting Home structure. The communications report on your child's progress within the Senior Phase subjects that they undertake at Harlaw Academy. Your child has just been issued with a paper copy of their Full Progress Report.

The below table provides information on the S4 reporting schedule.

Form of communication and date of issue	Purpose
Summary Report Issued 15 th November	To provide details of: <ul style="list-style-type: none">• Levels of behaviour and effort in class• Engagement with homework tasks• To provide information on the grade your child is likely to attain if they continue to work at their current level• To provide details of the potential final grade your child could achieve if they work to their maximum potential and do everything that they are required to
Parents' Evening Tuesday 30 th November 2021	An opportunity to meet class teachers and discuss all of the information contained in the S4 Summary report and/or any concerns that you may have.
Full Progress Report Issued 25 th February 2022	To provide details of: <ul style="list-style-type: none">• Levels of behaviour and effort in class• Engagement with homework tasks• Predicted level of study in S5, (National 4/5 and Higher)• Information regarding prelim performance• Written comment detailing next steps in learning

The Full Progress Report lists the subjects your child is studying this session within the Senior Phase and provides information on their progress to date and next steps. For each subject your child has a Target Grade and a Working Grade listed. On this report there is also reference made to your child's Effort, Behaviour and Homework. The report also includes, as appropriate, the next recommended level of progress within the subject area.

The Target Grade for each subject is the grade that teachers and pupils have discussed and agreed at the time of writing the interim report. Pupils have been working towards this since November. Target Grades are reviewed during learning conversations with the teacher throughout the session.

The Working Grade is the grade that a pupil is currently working at, based on the evidence of their class work at the time of report issue. This grade is based on a range of evidence taken from; classwork, coursework, homework, in-class formative and summative assessments. There may still be a difference between the Working Grade and Target Grade. We expect the majority of pupils to meet or even surpass their Target Grade as we progress through the session, assuming they engage with all class learning and act upon the advice of their classroom teachers. Classroom teachers have provided detailed next steps in these reports and pupils are strongly encouraged to follow them.

At this stage, where a pupil feels that their current working grade is not as high as they would like, there, of course, exists the opportunity to improve. I would strongly encourage all pupils to engage with their classroom teacher, discuss targets for improvement and act on the advice offered.

An explanation of the levels used in the reports are in the below table. Please note that this differs slightly from the explanation sheet that accompanies your child's report.

The table below indicated the levels.

National 5	Grade Indicator
Level	
1	A Upper
2	A Lower
3	B Upper
4	B Lower
5	C Upper
6	C Lower
7	D
9	Fail

National 3 or 4, SFW National 4 & 5, SCQF Level 4 & 5 or National Units	Grade Indicator
Level	
8	Pass
9	Fail

If you do not receive a copy of your child's summary or if you have any questions, please contact Mrs Strudwick, your child's Guidance Teacher.

Yours sincerely



Miss A McLellan
Depute Headteacher