



DUNBAR GRAMMAR SCHOOL

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Dear Parent/Carer

September 2018

Senior Phase Tracking and Monitoring Report

Please find attached the first of four tracking and monitoring reports for your son/daughter. The rationale behind this is that parents/carers will receive **regular feedback** on how their son/daughter is progressing in relation to their targets, alongside practical advice on how to improve attainment/maintain good progress.

Faculty Heads, Guidance teachers and subject teachers will be actively involved in discussing progress with students and a programme will be put into place to support students who are working below their targets in more than one subject area.

Below you will find the explanation of the terms used in the report.

Study Level	Study Level – National 3, 4, 5, Higher and Advanced Higher This indicates the current level at which your son/daughter is studying. Please note that final presentation levels will be determined and communicated in late February.
TG	TG = Target Grade. This is the aspirational target grade that the student has discussed with their class teacher and is aiming to achieve by the end of the course.
WG	WG = Working Grade. There will be no Working Grade on this first report as the evidence required for this is yet to be generated. A working grade will be included in the next report once the student has had a chance to work towards their target grade following any strategies that were agreed upon in their learning conversation.
Attainment	The attainment column details if the student is working on track or below their original target. This looks at the Target Grade and Working Grade. As there is no Working Grade in this report the attainment column will be empty.
E, B, H	E, B and H = Effort, Behaviour and Homework Broadly speaking: Excellent means exceeding expectations Good means consistently performing well Inconsistent means generally good, however some reminding is occasionally required Needs improvement would indicate that interventions/sanctions have been required
Teacher Comment	There may be a short comment by their teacher stating whether they are on track to achieve their aspirational target grade. A learning conversation will have happened with students to explain this and to set appropriate targets for improvement.

We hope that this system of regular feedback will support students in achieving their goals. If you would like to discuss any aspect of this report please contact your son's/daughter's Guidance Teacher.

Yours sincerely,

Richard Maxton
Depute Headteacher