

Sample Report

This is a sample report. To make things clear I have colour coded the comments. These will not be colour coded in the real thing it is done for clarity on this example. Also the NB's are comments by me and obviously would not be in the report.

Red: Refers to progress made towards previous goals (if there are goals) if not general progress.

Blue: Refers to students work during this reporting period.

Green: Refers to the observations that have led to the learning goal.

The Role of Scope and Sequence Documentation in Report Writing

Scope and Sequences must be used as the foundation for all Learning Goals.

Writing the report is much easier and more concise if you take the goals and appropriate wording directly from the Scope and Sequence documents adapting them to add specificity if required.

When writing this I had the Scope and Sequence open in Atlas so I could simply copy and paste over the most appropriate sections.

The majority of Learning Goals will come directly from the Skills outcomes from the appropriate Scope and Sequences. These are already written to complete the sentence;

Students will be able to....

as such they require only minor rewording, if any, to make them suitably specific.

Since all grading is based on the Scope and Sequence Outcomes and your class teaching is designed to ensure these outcomes are reached this continuity between the SS documents and the wording of the report emphasises the cycle of planning/teaching/assessing/reporting

Continuing on with previous goals

Where a goal has not been achieved or has been only partially achieved then you must use your professional judgement whether it is best to continue with the previous goal, refine the previous goal or bring in a new goal.

Word Count for comments

It is impossible to comment on everything a student has done so choose the most important points. There is no fixed limit but aim for between **80-120** words for comments on subject areas.

The Learner Profile Comment should be slightly longer work on between **100 to 130** words.

Sample Report

Programme of Inquiry				
	Rarely	Sometimes	Meeting	Exceeding
Understanding of the Central Idea: People have beliefs that influence their behavior.				
Understanding of the Central Idea: There are different ways of finding out about the past.				
Understanding of the Central Idea: During puberty there are changes that affect us physically and emotionally				
Thinking Skills				
Research Skills				
Communication Skills				
Social Skills				
Self-management Skills				

Programme of Inquiry Comment
<p>In the quarter report Derek was set the goal to reference internet and book resources appropriately. He has become far more proficient at this, as was shown by the range of sources he was able to use and correctly reference in his report on the 5 Pillars of Faith. Derek's family history project showed a clear understanding of primary, secondary and tertiary sources and contained analysis of the validity of these sources which exceeded grade level expectations. Derek will become more effective when working in groups if he consistently applies the active listening strategies taught in class.</p>

Personal learning goal and strategies for Programme of Inquiry	
Learning Goal	Strategies
To independently use different strategies to resolve conflict within a group situation.	<ul style="list-style-type: none"> • pause before responding to or answering a question • paraphrase what the person before has said • assume that all other group members have something positive to contribute to the group

Please note the grammatical lay out of Learning Goals and Strategies:

Learning Goals: Start with a capital letter and end full stop.

Strategies: Bullet point lower case letter and no full stop.

(NB The learning goal above is taken directly from the Grade 5-6 PSPE (Interactions strand) Scope and Sequence.)

Other good Scope and Sequences to look at for POI learning goals:
Humanities particularly the strands specifically outlining the Skills
Science: Scientific Inquiry Skills strand

Sample Report

Language Arts (Drop down box to indicate ELL)				
	Rarely	Sometimes	Meeting	Exceeding
Writing				
Reading				
Speaking and listening				
Viewing and Presenting				

Language Arts Comment
<p>Derek has been focusing on improving his editing of his punctuation. His long story 'Rotten Reports' showed that he is now consistent in his use of paragraphing and punctuating of dialogue in his published work. He still needs to carefully check his usage of commas using the commas prompt sheet. Derek reads out loud with fluency and expression. Assessment of his level of comprehension shows that he is reading at the level expected for his grade and that he is particularly strong in making inferences from texts. His Keynote on the Caste System showed that he understands that images and language interact to convey ideas. Derek's instructional writing would have been clearer if he had used more precise language and the correct technical vocabulary.</p>

Personal learning goal and strategies for Language Arts	
Learning Goal	Strategies
To use accurate and precise language to convey meaning.	<ul style="list-style-type: none"> • develop a word bank of specific unit words to use in general writing • seek feedback whilst peer editing on the clarity of meaning • share written work with the teacher prior to publishing to check for clarity

(NB Both the learning goal and sections of the comment were taken directly from the Language A Scope and Sequence Document)

ELL use the ELL exit criteria for goal setting

Sample Report

Mandarin (Drop down box with Mandarin level and phase)				
	Rarely	Sometimes	Meeting	Exceeding
Writing				
Reading				
Speaking and listening				
Viewing and presenting				

Mandarin Comment
<p>Derek has been focusing on ensuring he pronounces the 2nd and 3rd tones correctly. His presentation of Wang Wei's poems to the class showed that he can now use both tones clearly and understands the difference between them. Derek can now read 80% of the characters in the Mandarin key words volume 4 list. To make his work easier to read, Derek needs to improve his handwriting. To do this he must ensure he uses the correct stroke order when writing characters.</p>

Personal learning goal and strategies for Mandarin	
Learning Goal	Strategies
<p>To write all characters in Mandarin Key words Volume 4 part 2 accurately using correct strokes and stroke order.</p>	<ul style="list-style-type: none"> • practice using the Chinese Writer App • use the prompt sheet provided in class to remember stroke order

Please note the grammatical lay out of Learning Goals and Strategies:

Learning Goals: Start with a capital letter and end full stop.

Strategies: Bullet point lower case letter and no full stop.

Learning Goal taken from the Mandarin SS document but adapted to be more specific.

Sample Report

Mathematics				
	Rarely	Sometimes	Meeting	Exceeding
Pattern and Function				
Data Handling				
Number				
Shape and Space				
Measurement				
Mathematics Comment				
<p>Derek has achieved his goal of recalling multiplication facts up to 12 x 12 and corresponding division facts. Derek is able to find missing values in the four operations (+, -, x, /). He demonstrated this by creating his own function machine programme on the class website. Derek understands time and timezones and can apply this to using flight timetables and schedules to plan a journey. Derek's analysis of numerical data will become more effective when he develops a clearer understanding of which type of average he needs to use to answer his research questions.</p>				

Personal learning goal and strategies for Mathematics	
Learning Goal	Strategies
To identify, describe and explain the mean, median, mode and range of sets of data.	<ul style="list-style-type: none"> • create sets of data during unit related inquiries • use the mean, median or mode decision chart to choose which one best applies to the problem

(NB Both the learning goal and sections of the comment were taken directly from the Mathematics Scope and Sequence Document)

Alternative: Had the goal not been achieved this might have been worded like this:

Derek has made progress towards his goal of recalling multiplication facts up to 12 x 12 and corresponding division facts. He still needs to improve his recall of multiplication and corresponding division facts for the 7 and 8 times tables. Derek is able to find missing values in the four operations (+, -, x, /). He demonstrated this by creating his own function machine programme on the class website. He has a good understanding of time and timezones and can apply this to using flight timetables and schedules to plan a journey.

Sample Report

Personal learning goal and strategies for Mathematics	
Learning Goal	Strategies
To recall multiplication facts up to 12 x 12 and corresponding division facts	<ul style="list-style-type: none"> • focusing on the 7 and 8 times tables, practice table and division facts for 10 min each day using My Math • play tables and division snap

Music				
	Rarely	Sometimes	Meeting	Exceeding
Subject specific knowledge and skills				
Thinking Skills				
Research Skills				
Communication Skills				
Social Skills				
Self-management				

Personal learning goal and strategies for Music	
Learning Goal	Strategies
To present, in small groups, innovative musical performances on a selected issue.	<ul style="list-style-type: none"> • use the reflection sheet to use peer feedback to adapt a performance • practice playing scales on recorder and keyboard

PE				
	Rarely	Sometimes	Meeting	Exceeding
Subject specific knowledge and skills				
Thinking Skills				
Research Skills				
Communication Skills				
Social Skills				
Self-management				

Sample Report

Personal learning goal and strategies for PE	
Learning Goal	Strategies
To master dances containing complex step patterns with partners and in small groups.	<ul style="list-style-type: none">• record step patterns on the choreography sheet• use the one step two step strategy to share movement ideas with a partner (NB I've just made this up as an example wording. Don't ask me what it is!)

Learner Profile Comment
<p>Derek has been caring towards his peers by taking an active part in the playground mentors programme. His level of questioning in class and his self reflections on unit work are evidence that Derek is becoming an increasingly effective thinker. As a result of this level of thinking Derek has shown himself to be knowledgable about the main areas covered this reporting period. His family history project showed that he was particularly knowledgeable about the chronology of 20th century China and Britain. Derek is sometimes reluctant to take risks when attempting new work in school and should use the goal setting strategies taught in class to break these challenges down into manageable steps. Derek is a balanced student whose effort in all curriculum areas has led to good progress during this reporting period.</p>

NB: At 133 words this comment is probably slightly on the long side but I wanted to include a few examples of the types of things you could use. The learner profile words are highlighted in a different colour to show how they should be used to frame the comment, they will not be highlighted in the actual report.