



Kirkwall Grammar School

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Acting Head Teacher: Mr N Ewing

24 November 2022

Parents/Guardians of S4/S5/S6 pupils

Dear Parent/Carer

Over the course of the year, there will be a number of opportunities for communication between home and school, through Tracking Summaries and a Parents Evening, this is to ensure that you are aware of the progress that your child is making.

We would welcome your support in seeking to ensure that every pupil maintains or works towards Excellent in all areas. Each Tracking Summary contains information on your child's attainment.

- **Target Grade (TG)** - This is the grade that was set as a Next Target Grade in the last Tracking Period and the student should have been aiming to have achieved this by now.
- **Working Grade (WG)** - This is the grade that the pupil is currently performing at. This grade will be based on evidence generated from classwork, homework and/or assessments.
- **Next Target Grade (NTG)** - This is the grade the student should aim to achieve by the next Tracking Period
- **Attainment** - this indicates the progress that the student is making towards achieving their Target Grade

National 5/Higher/Advanced Higher

Grade	1	2	3	4	5	6	7	8	9
Level	A (Upper)	A (Lower)	B (Upper)	B (Lower)	C (Upper)	C (Lower)	D	No award	No award

National 3 & National 4

Grade	6	7
Level	Pass	Fail

Tracking Summaries also include information relating to your child's Effort and Behaviour in classes.

Effort (E)

- **Excellent** - The pupil makes exceptional effort in class.
- **Good** - This pupil is working consistently well in class.
- **Inconsistent** - This pupil is capable of making the required effort but at times their effort in class is poor and they fail to complete the expected level of work in a lesson.
- **Needs Improvement** - This pupil rarely puts in the required effort in class.

Behaviour (B)

- **Excellent** - A pupil whose behaviour is flawless in class always meeting the schools expectations.
- **Good** - A pupil whose behaviour meets expectations the majority of the time.
- **Inconsistent** - A pupil whose behaviour requires to be addressed from time to time but is contained within the classroom
- **Needs Improvement** - A pupil whose behaviour requires to be addressed often and has required input from the Principal Teacher or the Duty Officer.

As well as regular study both within and out with school, other factors have a direct impact on a pupil's success in school. Included in this are attendance and timekeeping. As you may be aware, we have mechanisms in school to track both of these in line with OIC guidance.

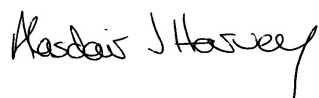
Attendance	Action
Under 95%	<p>Begin to Monitor Individual Attendance and Notify Parents/Carers</p> <ul style="list-style-type: none"> • Interview pupil if necessary • Attendance Letter sent home informing attendance is below 95% asking parent/carers to let us know of any reason for absences that we don't already know
Under 90%	<p>Scrutinise Absences</p> <ul style="list-style-type: none"> • Look at individual attendance for any pupil not previously identified Where there is no known reason a second Attendance Letter is sent home informing attendance is below 90% asking parent/carers to let us know of any reason for absences that we don't already know and stating that continued absence under 90% may result in them being asked in to discuss how we support attendance moving forward
Continued Absence Under 90%	<p>Take Further Action - 2 weeks after Attendance Letter 2</p> <ul style="list-style-type: none"> • Meeting with parent/carer to open an Education Child's Plan • Ascertain what difficulty/ties exist in relation to attendance • Consider additional support requirements for family in or out of school
Under 85%	<p>Further/Ongoing Actions - following agreed review date on Education Child's Plan</p> <ul style="list-style-type: none"> • Consider Team Around The Child Meeting depending on needs/reasons for absence • Meeting with parent/carer <ul style="list-style-type: none"> • Guidance • SLT • Social Work/Health <p>Consult with Social Work</p>
Under 80%	<p>Consider Referral to Social Work for non-attendance</p>

We do work hard to ensure that we are aware if there are valid reasons for a pupil being absent or late, and where this is the case, support our pupils to catch up.

However, there is no doubt that poor attendance may significantly impact on achievement, as does poor timekeeping. The Tracking Summary includes your child's Attendance Percentage as well as the number of times they have been late. At this time, we would ask that parents and carers are particularly mindful of this and continue to support us in ensuring that absenteeism is kept to a minimum, where possible, and that pupils are in school on time.

Thank you once again for your support and please, do not hesitate to contact us if you have any questions or concerns.

Yours sincerely



Mr A Harvey
Depute Head Teacher