

DALRY SECONDARY SCHOOL



Tracking and Monitoring Senior Phase

Contents

Purpose	1
Tracking and Monitoring overview	2
Learning Conversations.....	2
Pupil Reflection (Tracking Booklet).....	3
Key dates.....	3
Data to be entered into the report	4
Grades – National 5, Higher, Advanced Higher	4
Grades – National 1, National 2, National 3, National 4 or other non-graded courses	4
Effort/Behaviour/Homework.....	5
Comment.....	5
Principal Teacher Curriculum Checks.....	7
Attainment Mentors	7
Attainment Mentor Intervention process	8
Appendix 1 – Pupil Tracking Booklet	9
Appendix 2 - Timeline	20
Appendix 3 – Setup for report template	21
Appendix 4 – Tracking 1 Report printout example	22
Appendix 5 – Teaching Staff completion guide (Tracker 1)	23

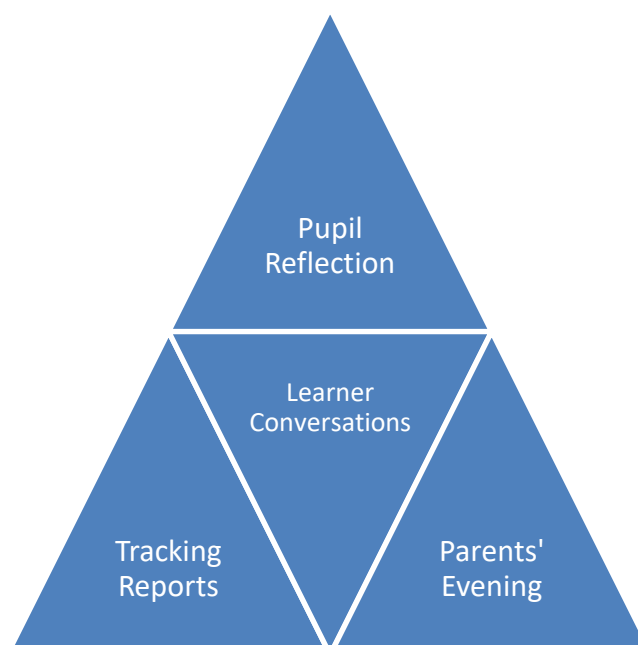
Purpose

Tracking and Monitoring is a key feature of our reporting procedures and communicating progress with parents.

Tracking and Monitoring at Dalry Secondary School will fulfil the following aims:

- provide information on progress to home in the form of tracking reports
- provide data for staff to identify where progress is below expectations
- provide opportunities for reflection on progress by pupils
- Enable all staff and pupils to set realistic yet ambitious targets for improvement

Tracking and Monitoring is made up of a number of parts that contribute to the reporting process. These parts together form the picture of how a pupil is progressing and the steps they need to take to improve or maintain their current level of attainment:



Conversations will take place with pupils throughout the year – class teachers will give valuable advice and guidance and pupils will be required to record this and reflect on what they can do to improve.

Progress reports will be issued three times at points throughout the year. These reports will be short progress reports and will contain information about effort, behaviour and homework, along with an indication of achievement and progress within Curriculum for Excellence levels. One report per year will also contain more detailed information and suggested next steps for learning. The reports will keep home informed of progress, so they can support young people if progress is not as expected or desired. In school the data generated will help staff to identify where there are issues, and will allow interventions to be put in place that will help raise attainment.

SEEMiS Progress and Achievement will be used to record information for the tracking reports.

Tracking and Monitoring overview

Through the tracking programme the progress of pupils in the senior school will be closely monitored. The tracking process incorporates:

- Ongoing discussion with the class teacher on progress and strategies for improving working grade.
- Tracking reports, issued 4 times a year indicating:
 - target grade
 - working grade
 - attainment progress
 - effort, behaviour and homework
 - prelim performance (February report only)
 - comment
- Tutors will encourage pupils to record and reflect on their progress during PSE.
- Pupils who are below target in a number of subjects will be interviewed by an Attainment Mentor.

Learning Conversations

Class teachers provide regular information to pupils on their progress and what they need to do to improve. This can take the form of a conversation in class or comments on a piece of classwork, homework or assessment.

It is the pupil's responsibility to record conversations, advice and guidance given by class teachers throughout the year and subjects may have their own processes where pupils will be given the opportunity to reflect and record conversations. Following tracking reports being issued overall reflection will be planned in to PSE classes.

Pupil Reflection (Tracking Booklet)

Pupils will be required to record conversations, advice and guidance they have had with their class teacher in their Tracking Booklet (see Appendix 1).

Tracking reports will be issued at four points throughout the year. See Appendix 4 for example of the report that will be printed for parents.

Key dates

Tracking periods will open within SEEMiS 2 weeks before the completion date for the report.

Report	Deadline – all data entered	Deadline – PTC QA and sign-off	Reports Issued
1	6 September 2019	9 September 2019	13 September 2019
2	2 December 2019	4 December 2019	6 December 2019
3	10 February 2020	12 February 2020	14 February 2020
4	23 March 2020	25 March 2020	27 March 2020

Data to be entered into the report

Grades – National 5, Higher, Advanced Higher

Target Grade	This is the grade that has been agreed by the class teacher and pupil to aim for during the period that the tracking report covers.
Working Grade (not needed for Tracker 1/September)	This is the grade that the pupil is currently performing at. This grade should be based on evidence generated from classwork, homework and/or assessments.
Prelim Grade (shown as aspirational grade in system)	This grade will be entered in the February tracking report only for pupils in National 5, Higher and Advanced Higher classes, giving the grade that was achieved in the prelim. The grade must be entered into the aspirational grade column, when printed SEEMiS will display this as Prelim Grade. It is not possible to change the heading within the staff screen.

Grade entered into SEEMiS	Grade displayed on Tracking Report
1	A (Upper)
2	A (Lower)
3	B(Upper)
4	B(Lower)
5	C (Upper)
6	C (Lower)
7	D
9	Fail

Grades – National 1, National 2, National 3, National 4 or other non-graded courses

Target Grade	For pass/fail courses, the target grade for pupils should be 8 (pass).
Working Grade (not needed for Tracker 1/September)	For pass/fail courses, if a pupil is on target to pass a grade 8 should be entered. If they are not performing to the required standard, has failed or is in danger of failing, a 9 should be entered.
Prelim Grade	This should be left blank in every tracking report for pass/fail courses.

Grade entered into SEEMiS	Grade displayed on Tracking Report
8	Pass
9	Fail

Effort/Behaviour/Homework

Grade entered into SEEMiS	Text displayed on tracking report	Deciding on what grade to enter
1	Excellent	A pupil will have gone above and beyond the normal expectations to be awarded excellent – e.g. handing homework in early, always contributing during whole class discussion and group work, test scores are always very high.
2	Good	Pupils who follow the expectations and standards required at school consistently.
3	Inconsistent	Pupils will mainly follow the expectations and standards required but they do not always do this – e.g. homework may be late, test scores are below what you would expect.
4	Needs improvement	Pupils rarely follow rules, expectations and standards. Pupils will have received referrals or a significant number of demerits.

Comment

Each tracking report will have space for a comment. This is to allow a short phrase to be used to give some further detail on progress, either positive or negative.

The information that can be entered into this section is restricted to a bank of comments (listed below). This is necessary to keep the report to one page and ensure that all staff are providing a similar amount of information. Only one code from the comment bank can be included. It is not necessary to include a code and can be left blank if there is nothing further to add.

Tracker 1 and 2 – there are 10 codes that can be used in tracker 1 and 2. These statements have been created to highlight areas that need attention or to give positive feedback on work so far.

Tracker 3 will be issued after the prelim diet. There are 2 additional codes that can be used – likely for use with National 5, Higher and Advanced Higher candidates. These codes will highlight that performance is below expectations and a level change or withdrawal from exam is recommended. Codes 1-10 can still be used if there are to be no changes to presentation level.

Tracker 4 is the final tracking report before the exam. Codes 1-10 or codes 13-14 can be used. Codes 11-12 cannot be used at this stage as it would be too late to confirm a change in presentation level. Codes 13-14 allow confirmation of presentation level, particularly when a recommendation to change was made in tracker 3. E.g. Tracker 3 comment says withdraw from exam. Tracker 4 comment would allow confirmation that the pupil has been withdrawn from the exam, where home has agreed to this. Where home has overruled the recommendation, then entered for the exam will confirm that the pupil will be sitting the exam.

Grade entered into SEEMiS	Text displayed on tracking report
<i>Codes 1-10 to be used in Tracker 1 and 2</i>	
1	Greater focus on revision needed
2	Greater focus on classwork needed
3	Recommend supported study/online revision
4	Focus on exam practice
5	Improvement needed in practical work
6	Avoid distractions in class
7	Keep up the good work
8	Maintain your high standards
9	Improvement needed in written work
10	Improvement needed in portfolio / dissertation
<i>Codes 11 and 12 can also be used for Tracker 3</i>	
11	Change level
12	Recommend withdraw from exam
<i>Codes 13 and 14 can also be used Tracker 4</i>	
13	Withdrawn from exam
14	Entered for exam

Principal Teacher Curriculum Checks

Quality Assurance of Reports

Principal Teacher Curriculum (PTC) will ensure arrangements are in place to check the reports to ensure the following:

- Working grade entered (Tracker 2 onwards)
- Target grade entered
- Effort/Behaviour/Homework grade entered
- Prelim grade entered for graded courses in Tracker 3 (in aspirational grade column)
- Comment entered using only the numbers from the comment bank:
 - Only one number may be entered
 - There must be no other characters or spaces entered
 - Tracker 1 and 2 only codes 1-10 to be used
 - Tracker 3 only codes 1-12 to be used
 - Tracker 4 only codes 1-12, 13 or 14 to be used.

Attainment Mentors

Attainment mentors will have an important job in working with pupils who are identified as being below target in two or more subjects. Where a pupil is below target in only one subject, the Principal Teacher Curriculum will monitor and take steps to intervene with these pupils.

Attainment Mentors will be made up of members of the Extended Management Team and staff who have expressed an interest in being involved in this process.

A report will be pulled from SEEMiS the day after reports have been issued to show pupil's that will require an Attainment Mentor. Pupils will be divided amongst the team to be interviewed.

Attainment mentors will interview pupils within two weeks of the reports being issued. They will record the meeting as an intervention in Tracking and Monitoring.

Attainment Mentor Intervention process

Day after reports issued	Report generated of pupils who are below target in two or more subjects.
	Report generated of pupils who are below target in only one subject – list issued to PTCs.
	Lists will be issued to EMT to discuss and agree interventions.
Within two weeks of reports being issued	Attainment Mentors hold interviews with allocated pupils. Record of interview and discussion recorded as an intervention in Tracking and Monitoring.

The maximum number of pupils that an Attainment Mentor will be allocated is four. Where these limits cannot accommodate the number of pupils identified as below target, the criteria for selecting pupils will be reviewed by EMT.

Once identified, pupils will see their Attainment Mentor again after the subsequent report, even when they would no longer meet the criteria. If on their third report they have continued to not meet the criteria of two or more subjects below target, they will no longer see an Attainment Mentor.



DALRY SECONDARY SCHOOL

SENIOR PHASE TRACKING BOOKLET

Name	
Class	
Pupil Support Teacher	
Attainment Mentor	

TRACKING YOUR PROGRESS

We want you to consider how well you are doing in each of your courses and to be able to identify aspects of your work which you feel positive about and those which you feel could be improved. This will then enable you to have a clear idea of what you have to do to achieve your potential.

Over the course of the year you will need to update this booklet with the following:

- **Aspirational Grades**
- **Homework or test results**
- **Prelim results**
- **Discussions you have with teaching staff on your**
- **Strengths and areas for improvement.**

You must also continue to record your target grades and working grades in your planner. These will be included in the Tracker reports that you receive in September, December, February and March.

You are also able to discuss the information in these pages with parents or people that are helping you to study at home, so that they can understand the progress you are making.

Using these tracking sheets, along with your tracker reports and parents evening will provide a picture of your progress in your courses.

RECORD OF PROGRESS

You can use the tables on pages 6 to 11 to record any test scores or homework marks you have received to allow you to see your progress over time.

TRACKING AND MONITORING - 2019-2020

SUBJECT	LEVEL	TARGET GRADE	WORKING GRADE (September)	NEXT TARGET GRADE	WORKING GRADE (December)	NEXT TARGET GRADE	PRELIM GRADE (February)	NEXT TARGET GRADE	WORKING GRADE (March)

We want you to consider how well you are doing in each of your subjects and to be able to identify aspects of your work which you feel positive about and those which you feel could be improved. This will then able you to have a clear idea of what you have to do to achieve your potential.

NOTES

STUDY

As well as having a regular and intensive schedule of homework, S4, S5 and S6 students are expected to study at home regularly. Studying is not just something to do just before you have a test.

In S5 and S6 you should study regularly. At least 4 hours a week in addition to your homework is expected for students doing 4 or 5 Highers.

3 hours a week study is needed for National 5 exams. This will help you to understand and remember the work you do in class, which is vital when you come to do the Internal Assessments.

Effective studying is:

- Planning times in the week to review or look over the work you have done in class as well as doing homework.
- Having somewhere quiet and comfortable to study.
- Sticking to your schedule.

Things you can do in study time

- Make sure your files are organised, and your notes are in the correct order.
- Catch up on any missed work. This is **your** responsibility to do this.
- Read over your class work to make sure you understand it. If you find you do not understand it when you have gone over it a couple of times, ask your teacher for help at the next lesson.



You need to make appointments for your parent(s)/carer(s) to speak to your teachers. Make sure parent(s)/carer(s) are coming before you ask your teachers.

Time	Subject	Teacher	Time	Subject	Teacher
4:30			5:35		
4:35			5:40		
4:40			5:45		
4:45			5:50		
4:50			5:55		
4:55			6:00		
5:00			6:05		
5:05			6:10		
5:10			6:15		
5:15			6:20		
5:20			6:25		
5:25			6:30		
5:30					

Date of Parents' Evening _____

Parent/Carer Signature _____

Course				Level			Aspirational Grade			
Date										
Test/ Homework										
Mark										
Percentage										
Tracker	Strengths					Areas for Improvement				
1										
2										
3										
4										

Course				Level			Aspirational Grade			
Date										
Test/ Homework										
Mark										
Percentage										
Tracker	Strengths					Areas for Improvement				
1										
2										
3										
4										

Course				Level				Aspirational Grade		
Date										
Test/ Homework										
Mark										
Percentage										
Tracker	Strengths						Areas for Improvement			
1										
2										
3										
4										

Course				Level			Aspirational Grade			
Date										
Test/ Homework										
Mark										
Percentage										
Tracker	Strengths					Areas for Improvement				
1										
2										
3										
4										

Course				Level			Aspirational Grade			
Date										
Test/ Homework										
Mark										
Percentage										
Tracker	Strengths					Areas for Improvement				
1										
2										
3										
4										

Course				Level				Aspirational Grade		
Date										
Test/ Homework										
Mark										
Percentage										
Tracker	Strengths						Areas for Improvement			
1										
2										
3										
4										

Appendix 2 - Timeline

Date	Detail
26 August 2019	Tracking report 1 open
6 September 2019	Tracking report 1 – all data entered
9 September 2019	Tracking report 1 signed off by PTC
18 November 2020	Tracking report 2 open
2 December 2019	Tracking report 2 – all data entered
4 December 2019	Tracking report 2 signed off by PTC
27 January 2020	Tracking report 3 open
10 February 2020	Tracking report 3 – all data entered
12 February 2020	Tracking report 3 signed off by PTC
9 March 2020	Tracking report 4 open
23 March 2020	Tracking report 4 – all data entered
25 March 2020	Tracking report 4 signed off by PTC

Appendix 3 – Setup for report template

Tracking Periods Setup - T&M > Setup > Tracking Period Setup > Select Year Stages As Appropriate > Open First Reporting Month as below:

Select stage S1 S2 S3 S4 S5 S9									
	Month	Reporting Period(s)	Allow Edit	Prelim	Parental Report	Allow Action Plan Edit	Recommended Level	Report Used	Carry Forward
	August							<No Report Selected>	
	September							DGC LA Progress Report	

Once reporting has finished for September, closed down, and open up the next reporting period for December as below:

Select stage S1 S2 S3 S4 S5 S9									
	Month	Reporting Period(s)	Allow Edit	Prelim	Parental Report	Allow Action Plan Edit	Recommended Level	Report Used	Carry Forward
	August							<No Report Selected>	
	September							<No Report Selected>	
	October							<No Report Selected>	
	November							<No Report Selected>	
	December							DGC LA Progress Report	

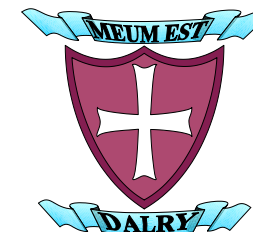
Repeat this process for February and March. Remember to set up for each year stage required.

Do not open up Carry Forward – keep locked for the appropriate year stages.

Stage	WG / Level-Progress	Tracking and CfE			NTG
		Effort	Behaviour	Homework	
S1					
S2					
S3					
S4					
S5					
S9					

Appendix 4 – Tracking 1 Report printout example

Senior Phase Progress Report March 2019



Name	A N Other
Year	S5
Register Class	5T

Attendance	95%
Number of lates	2

Subject	Level	Teacher	Target Grade	Working Grade	Attainment Progress	Effort	Behaviour	Homework	Prelim	Recommendation
Maths	H	Miss Fulton	D			Inconsistent	Good	Good		Greater focus on classwork needed
Chemistry	N5	Mrs Gillies	B (Upper)			Good	Good	Inconsistent		Recommended supported study/online revision
English	H	Mr Butler	C (Upper)			Excellent	Good	Good		Keep up the good work
French	N5	Mrs Robson	C (Upper)			Good	Good	Good		
PE	H	Mr McNay	Pass			Needs Improvement	Good	Needs Improvement		Improvement needed in practical work

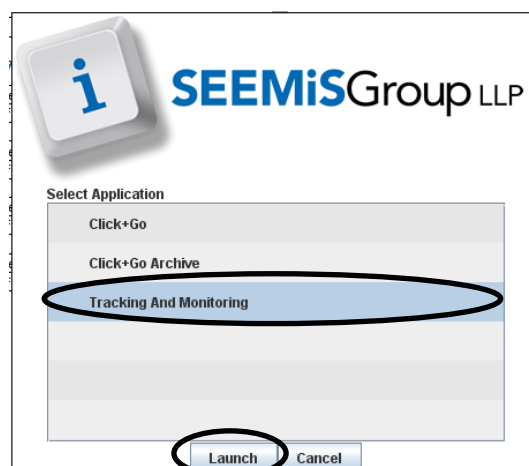
Appendix 5 – Teaching Staff completion guide (Tracker 1)

1. Access Tracking and Monitoring

- Tracking and Monitoring is part of the Click&Go application.

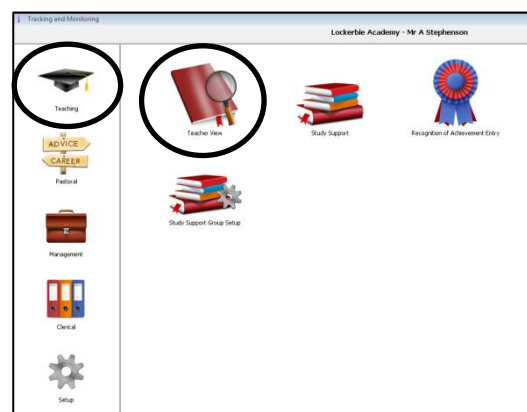


- Once logged in select **Tracking and Monitoring**:

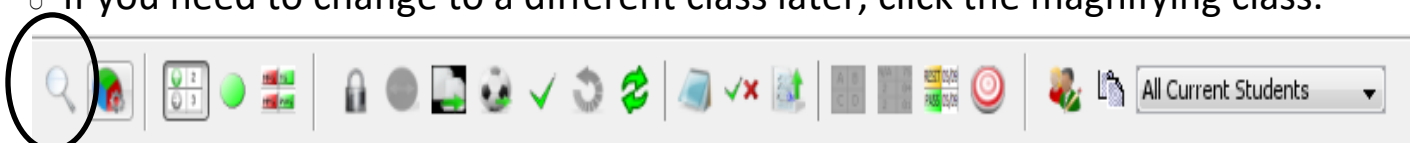
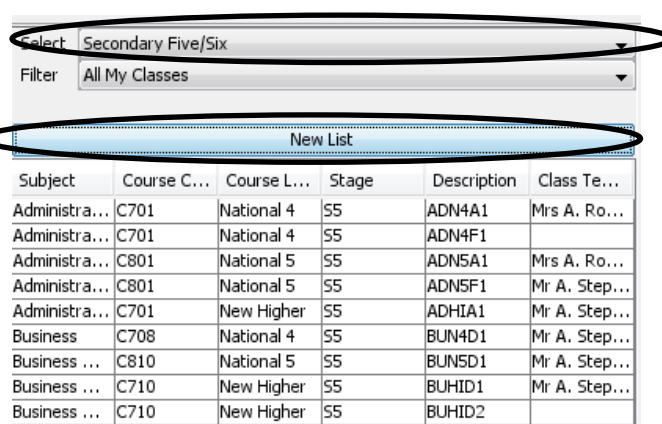


2. Loading your class list

- The teaching menus screen will be displayed when you first log in. Click **Teacher View** to load the class lists.



- Select the year group you are reporting on from the drop down menu.
- Press **New List** to display the classes that are assigned to you.
- Click on the class to display the data entry screen.
- Click to the right of the screen to remove the search pane.
- If you need to change to a different class later, click the magnifying class.



3. Entering target data

- Click the padlock so it is open. You will not be able to enter any data if the padlock is set to close.



- Once the padlock is open you can enter data.
- You will not need to open the padlock again, even if you change class. It will only close once you log out.



- Targets must be set first. This is done by clicking the target icon.



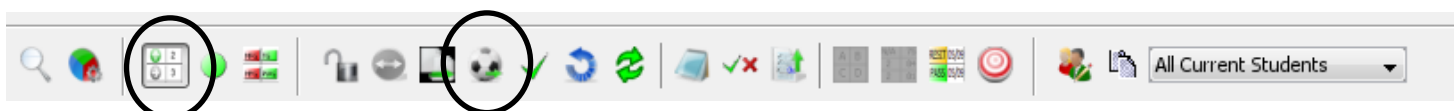
- Enter your target into the Initial Target column, using the following scale:

For Graded Courses N5/H/AH	
Grade entered into SEEMiS	Grade displayed on Tracking Report
1	A (Upper)
2	A (Lower)
3	B(Upper)
4	B(Lower)
5	C (Upper)
6	C (Lower)
7	D

For Ungraded Courses N4/N3/N2/N1	
Grade entered into SEEMiS	Grade displayed on Tracking Report
8	Pass

Grade 9 would show as a fail, but no pupil should be awarded a 9 as their target. This should not appear in any September reports.

- To return to the data entry screen click **Group Summary View**.
- Then click the **football** and click **yes** to pull through your initial target grades. The grades you entered will now appear in the Target grade column.



4. Entering effort/behaviour/homework ratings

- For each pupil enter a rating on a scale of 1-4 in the effort, behaviour and homework column using the information to help you:

Grade entered into SEEMiS	Text displayed on tracking report	Deciding on what grade to enter
1	Excellent	A pupil will have gone above and beyond the normal expectations to be awarded excellent – eg handing homework in early, always contributing during whole class discussion and group work, test scores are always very high.
2	Good	Pupils who follow the expectations and standards required at school consistently.
3	Inconsistent	Pupils will mainly follow the expectations and standards required but they do not always do this – e.g. homework may be late, test scores are below what you would expect.
4	Needs improvement	Pupils rarely follow rules, expectations and standards. Pupils will have received referrals or a significant number of demerits.

If you have not issued homework or do not issue homework for this course and level, do not enter a rating and leave this blank.

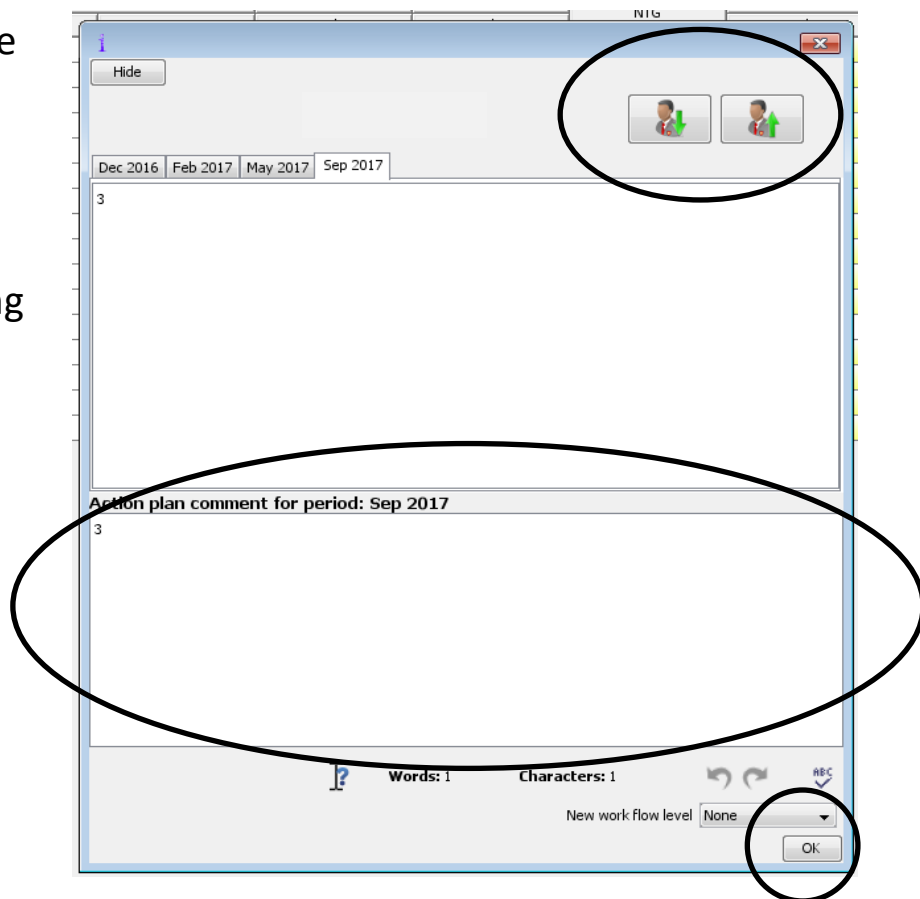
5. Entering a comment

- You may select one code from the comment bank to add to the report. You do not have to include a comment and this can be left blank for some or all pupils.
- Click on a pupil and then click the notepad.



Grade entered into SEEMiS	Text displayed on tracking report
1	Greater focus on revision needed
2	Greater focus on classwork needed
3	Recommend supported study/online revision
4	Focus on exam practice
5	Improvement needed in practical work
6	Avoid distractions in class
7	Keep up the good work
8	Maintain your high standards
9	Improvement needed in written work
10	Improvement needed in portfolio / dissertation

- Enter the number into the lower text box. Only one code can be entered. Do not include any spaces or punctuation – this will prevent the code changing into the sentence when sent to print.
- Click the up and down arrows at the top right of the window to move between pupils in the class.
- Click ok when finished to close the window.



6. Completing reports

- When you have completed your reports you must mark the work flow as complete. Each pupil should have a tick next to their name. Click on the rectangle if one is not there and it will appear.
- Email your Principal Teacher to let them know they are completed.
- Once checked Principal Teacher's must mark them as complete so they can be printed.

Work Flow	
☒	
☒	
☒	
☒	
☒	
☒	
☒	
☒	
☒	
☒	