



# HOLY TRINITY

## PARENT HELD

## EDUCATION

## RECORD



ISSUED BY:

NAME:

ADDRESS:

TELEPHONE:

DATE:

N.B. Please contact the above for a new book



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Reward pages	



This book belongs to

.....

Pupil UPN

.....



## For Parents

### About your child

Full name: .....

Preferred name: .....

Date of Birth: .....

Contact telephone number: .....

A school may ask some of the following information for their records:

Religion .....

Ethnic Group .....

First Language .....

Is there any health information that you would like the school to know e.g. Does your child have glasses? Is your child asthmatic? Does your child have a special diet?

.....

.....

.....





## Guidelines for Teacher

**This Education Record Book is parent held and should go home with the pupil every day.** It will facilitate continuity of education for pupils who change schools frequently. This Record Book will make the most of each pupil's achievement by setting weekly targets and recording progress.

Please complete your school page daily. Add to the assessment pages when appropriate.

### Advantages for the teacher

- ❖ It gives a quick and easy guide for beginning to address this pupil's needs.
- ❖ It demonstrates pupil progression
- ❖ It may be photocopied for school records.
- ❖ It helps with differentiation
- ❖ It saves time spent on unnecessary assessment
- ❖ It helps to give teacher and pupil a sense of achievement

### How to use this book

If you are the issuing school please ensure that you undertake appropriate assessments and record the results. If not, please refer to the record of assessment and the previous school's entry.





## Set targets that is :

- ❖ **Short term** ... the pupil may only be in your class for a few days;
- ❖ **Manageable** ...just a few targets in each area, discussed with the child;
- ❖ **Achievable**...promoting success in a short time;
- ❖ **Relevant** ...appropriate to the pupil's ability, remember you may be meeting a gifted pupil or one with learning difficulties;
- ❖ **Time-limited**...keep under review.

## Then:

- ❖ When the target is met, record it.
- ❖ Reward the pupil using the reward pages at the back of this book in addition to your usual reward system.
- ❖ Record any comments that may provide useful guidance to subsequent schools.
- ❖ Enclose one or two dated samples of pupil's work in the folder.
- ❖ Please complete daily.

Please refer to the inside front cover for information about what to do when the book is full.

## **Guidelines for Parents**

### **What are the advantages for your child?**



The book records what your child has learned in school.

Teachers are able to set new targets without wasting time doing tests in school.

Your child should make better progress because new targets are being set.

Your child will be rewarded for hard work or progress.

Everyone will be able to see the progress made.

It will show that you are actively seeking and supporting education for your child.







What do you need to do?



Keep this book in the folder with some recent school work.



Give this book to the class teacher when your child starts a new school.



Remind your child to take this book to the teacher every day.



Remind your child to bring this book home every day.



Tell the teacher as soon as you can when you are moving on.

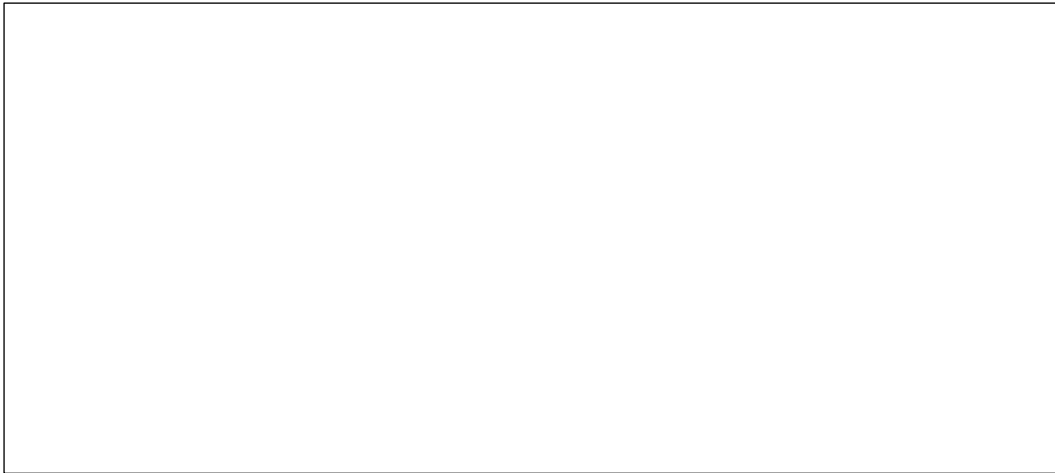


## For Pupils

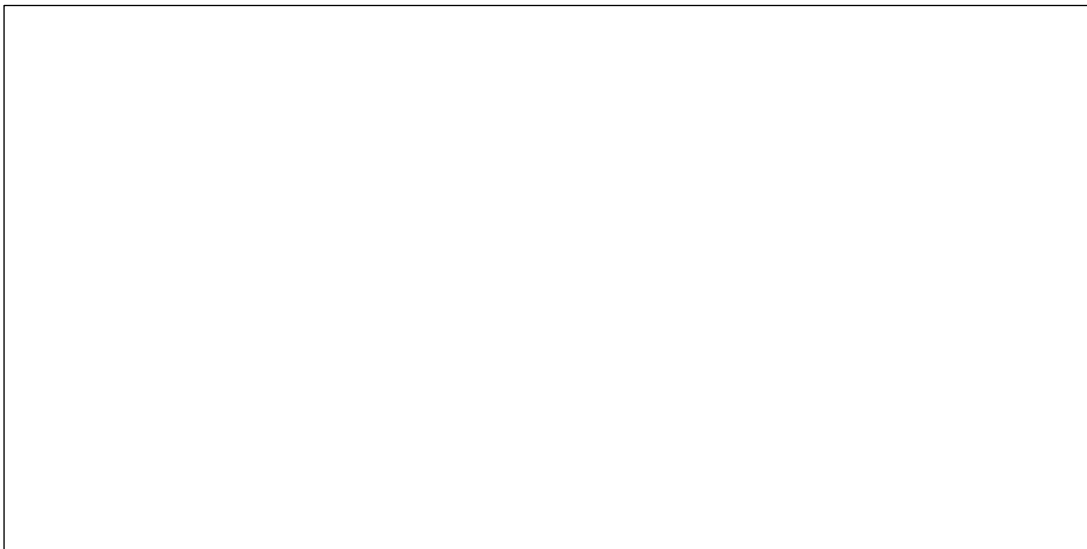
### About me

**My name is .....**

You can put a photo, draw a picture or write about yourself here.



These people are in my family.



My favourite food is

My favourite T.V programme is

My favourite pop group is

My favourite game is

I am good at

I like

I don't like

## Initial Assessment



School:

Contact:

Tel:

Date:

Age:

Year Group:-

LITERACY  Dominant Hand	Right/Left
NUMERACY	
OTHER	



## Record of additional assessments

School:

Contact:

Tel:

Date:

Age:

Year Group:

Statutory/Other
<i>SEN Code of Practice</i>

School:

Contact:

Tel:

Date:

Age:

Year Group:

Statutory/Other
<i>SEN Code of Practice</i>



## Record of additional assessments

School:

Contact:

Tel:

Date:

Age:

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Statutory/Other
<i>SEN Code of Practice</i>

School:

Contact:

Tel:

Date:

Age:

Year Group:

Statutory/Other
<i>SEN Code of Practice</i>



## Record of additional assessments

School:

Contact:

Tel:

Date:

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School:

Contact:

Tel:

Date:

Age:

Year Group:

Statutory/Other
<i>SEN Code of Practice</i>



School page- to be completed by the teacher

LEA: .....Admission date:.....

School Address .....

.....Telephone: .....

Please refer to previous pages to identify achievements and set targets for the current week.

The guidelines on pages 6-7 and the record of assessments on pages 12-15 provide additional information.

**Week commencing:** .....

**Attendance record**

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## Literacy

Targets	Achieved	Needs Revision	Not yet mastered
Examples of books read			



## Numeracy

Targets	Achieved	Needs Revision	Not yet mastered

## Other achievements

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If any formal assessments been made this week, please update the record of assessment on pages 12-15

## Parents comments

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REWARDS

Please date and initial

Date:  
Signature:

Date:  
Signature:

Date:  
Signature:

Date:  
Signature:

Date:  
Signature:

Date:  
Signature: