

# Guidance on Reporting to Parents & Carers

## (Jan-June 2021)

The most recent Education Scotland guidance *Reporting to Parents and Involving/Engaging Parent Councils during COVID19* (link below) states: "Reporting and communicating with parents helps them to understand and be able to discuss their child's progress and share in their learning." It points out that such reporting during COVID19 "may look different to previous approaches and will be dependent on local contexts and individual needs." Finally, it points out that "ongoing supportive communication between parents and staff is more important than ever."

With this in mind, we have agreed some general principles to guide ELCs and schools during this time. We do not propose any one-size-fits-all approach as this would be counterproductive to the work ELCs and schools have already done in this area.

### Key points:

- ELCs and schools have a statutory requirement to keep parents informed of their child's progress. This requirement has not been removed during lockdown, although approaches to meeting this requirement may well look different this session.
- ELCs and schools may wish to revisit their calendar for reporting (including parental consultations) to consider whether some planned activities could be delayed or delivered in another format.
- We recognise that in some sectors, effective consultation with parents is very important at particular points during the year (for example, ahead of course choices in S2 or S3), and that delaying such activities would not be advisable.
- ELCs and schools should agree the approaches that best suit their local context and needs.
- ELCs and schools should ensure that staff have access to the necessary resources to deliver any agreed approaches to parental consultations remotely.
- Whilst some staff may be happy to use their own phones/devices to make contact with parents, no ELC or school has the right to compel staff to do this. Alternative arrangements should be agreed with individual staff where there are difficulties of access and provision.
- The default position is that any consultations with parents/carers should be done by staff from their own homes. Where this is not possible, staff may agree limited access to the ELC or school with their Head Teacher. It is important that numbers accessing the building for this purpose are kept as low as possible and that all staff follow the FACTS guidance. Again, no ELC or school has the right to compel staff to come into the school building for this purpose.
- WTAs for teachers should be revisited as necessary, for any changes to existing plans.
- ELCs and schools should continue to be mindful of the needs of parents and staff during this time. People should feel that they have been listened to and supported.

Useful links:

Most recent Education Scotland guidance:

<https://education.gov.scot/media/qgydodzt/cerg-reporting-to-parents-guidance-nov-2020.pdf>

Examples of approaches across sectors:

<https://education.gov.scot/media/t2xpvfkk/reporting-to-parents-guidance-nov-2020.pdf>

General landing page for Guidance:

<https://education.gov.scot/improvement/learning-resources/guidance-for-early-learning-and-childcare-settings-schools-and-local-authorities-during-covid-19/>