

Bangor Planning

Northern Ireland Curriculum

Planning for Reporting

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LIZ BEECH: Well, when we started teaching the revised curriculum, we started to think about the format of our annual report. We wanted our report to fit in with other Key Stage 3 reports, so we decided that all reports would start with the school crest. They would have percentage attendance and have the principal's signature.

Keeping in line with the rest of Key Stage 3, we would have one annual report which went to parents in June. In school, we had already used e-reporting. We inputted data from comment banks into the reports. We decided that we wanted to keep with e-reporting and chose Capita Profiles 7 for our new reports. We decided that everybody, no matter what year it is in the school, would be reported using Capita Profiles 7.

We chose that system simply because it was very user-friendly. As staff inputted the data, they could see their statements appearing. That allowed them to make any changes while the reporting session was ongoing.

The next decision that we had was the format of the report. We looked at three templates that were provided to us by CCEA. We chose the template that was nearest to our existing reports. We wanted a report that fitted in with our existing Key Stage 3 reports.

We chose our particular format because all subjects were put into the report according to learning area, so we no longer had a hierarchy of subjects. Each subject was of equal importance. The report also allowed us to give our parents grades on their son or daughter's performance, and we felt that that was still important at this stage of the development of the revised curriculum.

Our third decision, or the third task that we had to do, was to write new comment banks that were in the spirit of the revised curriculum. We suggested that each department had four statements within their comment bank. The first statement came from that subject's learning outcomes. The second comment was on an area that the child had performed particularly well within the subject area. The third comment had to be an area for improvement. Now, we wanted all of our departments to make reference to the thinking skills and the personal capabilities for those two statements. The fourth and final statement was a concluding statement which the subject areas had absolute free choice for.