

Report cards provide teachers with an opportunity to share information in writing about children's progress and achievement in learning. They are a key part of the communication between school and home. The end-of-year 6th class report card also provides post-primary schools with a summary of children's learning progress and achievement.

### REPORT CARDS SHOULD INCLUDE...

- all relevant information about children's progress and achievement in a *clear* and *concise* manner
- information about *how* a child learns as well as *what* a child learns. This holistic information should identify and celebrate a child's current learning, and indicate next steps for future learning. Links between information about children's achievement, areas for development, and actions the school and parent/ guardians might take to support next steps should be made.
- information that is accurate and *based on evidence* gathered over time using a range of assessment methods. The assessment methods commonly used in the primary school are identified in [Assessment in the Primary School Curriculum: Guidelines for Schools](#) (NCCA, 2007).
- information that reflects the *trend* in the child's learning over the year
- information that is *consistent with feedback* shared with children and parents/ guardians throughout the year. In this way the report card confirms and affirms what parents/ guardians already know, and in turn, ensures that there should be no surprises.

### IN GENERAL, NARRATIVE COMMENTS SHOULD...

- be consistent with the information summarised in the rating scales
- focus on what was learnt and how well, where improvement is needed and what should be done next
- focus on key messages rather than become overly detailed
- avoid labelling children
- be presented in language that is easily understood by parents/guardians. For example, specialist terms like 'higher order thinking' should be avoided.
- be legible. Completing report cards on computer will ensure that comments are legible, and will also support their electronic management by your school.

