



National Association of Teachers of Travellers
+Other Professionals

Parent Held Education Record

Parents and schools in partnership

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This book belongs to

.....

Parent Held Education Record

Parents and schools in partnership

Issued by

Name

Address

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Telephone.....

Date

[Please contact the above for a new book]

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?

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Guidance for Parents

What are the advantages for your child?

- This book records what your child has learned in school.
- Teachers are able to set new targets without wasting time doing tests in each 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 morning.
- Remind your child to bring this book home every day.
- Tell the teacher as soon as you can when you are moving on.

Guidelines For Teachers

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 achievements 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 of 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 a target 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 examples of pupil's work in the folder;
- Please complete daily.

For the Pupil

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 TV programme is:

My favourite pop group is:

My favourite game is:

I am good at:

I like:

I don't like:

I would like to:

Initial Assessment

School

Contact

Telephone.....

Date Age Year Group

LITERACY	
Dominant Hand	Right/Left
NUMERACY	
OTHER	

Record of additional assessments

School

Contact

Telephone.....

Date Age Year Group

Statutory/Other
SEN Code of Practice

School

Contact

Telephone.....

Date Age Year Group

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Please return this book to the family daily

Parent's comments:

School page

To be completed by the teacher

LEA Admission date

School address

..... Telephone

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 10–13 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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Parent's comments:

Rewards

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with the co-operation of the Commission of the European Union.
avec le soutien de la Commission des Communautés Européennes



department for
children, schools and families



**National Association of Teachers of Travellers
+ Other Professionals**