



Parent reports – from template to email

# Agenda - Parent reports

- Admin
  - Email addresses, Setup templates
- Completing
  - Adding comments
- Approving
  - Sign off as ready and reviewing
- Sending
  - Emailing reports and troubleshooting

## Review Report - Abbott, Tuan



Year 6 end of year report: Tuan Abbott  
Spring 2024  
Class – Spruce 21/02/2013



### Class Teacher Comments

A delightful pupil who always engages in class activities with enthusiasm.  
Loves collaborating with other children and also enjoys supporting them where he can.

Our topic on the Vikings was a particular favourite, and Tuan loved finding out about the history. He also enjoyed our trip to Sutton Hoo and asked lots of good questions to get the most out of the day.  
Tuan has a cheeky sense of humour and enjoys making the class laugh, usually welcome, although he sometimes needs to focus a little more on his work.  
It has been a pleasure to teach Tuan this year and I know he'll continue to thrive next year.

### Subject Attainment

Areas of focus	Outcome	Comments
Reading	Attainment	On-track
	Effort	Good
Writing	Attainment	On-track
	Effort	Very Good
Maths	Attainment	Gtr. Depth
	Effort	Good

Science		History	
Art & Design		Music	
Computing		PSHE	
Geography		Physical Education	

### Key:

Attainment	
Attainment is relative to the age-related expectations for the year group and split into the following descriptors	
Gtr. Depth:	Working at greater depth within the age-related expectation
On-track:	Working at the age-related expectation
Just Below:	Nearly working at the expectation
Below:	Not yet working at the expectation

Effort	
Excellent:	Effort exceeds expectations in lessons and with home learning
Very Good:	Effort exceeds expectations in lessons
Good:	Consistently good effort in all areas
Satisfactory:	Effort is usually good, but not always consistently applied
Needs improvement:	Effort is sometimes good, but needs to improve to succeed

### Attendance

Attendance: 100.0%	99%	Excellent attendance
	96%	Good attendance
Authorised Absences: 0	91%	Room for improvement
Unauthorised Absences: 0	90% or lower	Cause for concern

# Since report emailing launched in February 2024...

- 862 schools have sent Parent Reports by email
- 433,721 reports sent via email
- 738,613 parents received a parent report email

...so that's about 156 trees saved

## Review Report - Abramowitz, Dominic



Attendance Report: Dominic Abramowitz  
Spring 2025  
Class teacher: Mr Cole



Dear Parent/Carer,

Attending school every day can help Dominic to achieve his full potential. Research suggests that being in school regularly reduces stress and anxiety and boosts confidence. Therefore, our aim is for all children to be in school every day. We recognise that this isn't always possible, but we ask parents to help us to do everything we can together to ensure children attend school.

So far this school year, Dominic has attended 92.7% of sessions (a session is a half day). Therefore he has missed 8.5 days of school. Dominic has been late to school on 4 occasion(s).

99%	Excellent attendance
96%	Good attendance
91%	Room for improvement
90% or lower	Cause for concern

Here are some additional attendance statistics for Dominic and some comparisons with the school, local authority and national values. They cover the current academic year so far (04/09/2024 to 17/03/2025).

### Attendance percentage

2024-2025 (Y5)	92.7%
This time last year	88.7%
School	91.9%
National	94.8%
Local Authority	94.8%

### Days missed

2024-2025 (Y5)	8.5
This time last year	13.0
School	9.6
National	5.1
Local Authority	5.1

### Absences

- 11 school days since last absence
- 12 authorised absences
- 5 unauthorised absences
- 8.5 days missed
- 3 sessions late before register closed
- 6 periods of absence due to illness
- 8 broken weeks

Even a seemingly high percentage of attendance can result in missing a great deal of learning over time.

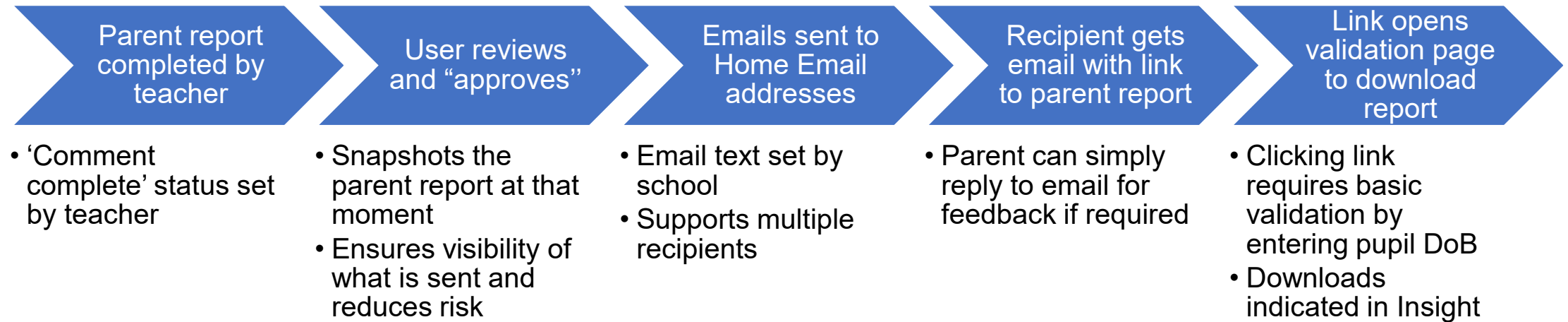
Attendance %	Impact over 1 school year	Impact over 5 school years
100%	0 days missed	0 days missed
96%	8 days missed	¼ year learning lost
90%	19 days missed	½ year learning lost
85%	28 days missed	¾ year learning lost
80%	38 days missed	1 year learning lost
75%	47 days missed	1 ¼ years learning lost

If you would like to discuss any of these details further, please contact the office to make an appointment.

Yours faithfully

Mr Hopkins  
Headteacher

# Emailing Parent Reports Workflow



**Abbott, Tuan** Year 6 - Spruce

Profile Assessments Objectives **Parent Reports** Learning Plan Provisions Notes

Year: 2023–2024 (Y6) Term: Spring Template: End of Year

✓ Report approved on 06/03/2024 11:38 by Admin

**Teacher Comment**

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Tuan has a cheeky sense of humour and enjoys making the class laugh, usually welcome, although he sometimes ne  
It has been a pleasure to teach Tuan this year and I know he'll continue to thrive next year.

Recipients (2% have recipients)	Email (100% sent)	Downloaded
Father (support@equin.co.uk)	Sent by Darren Cole on 15/01/2024 10:24 <a href="#">Resend</a> <a href="#">Revoke</a>	✓
Mother (support@equin.co.uk)	Sent by Darren Cole on 15/01/2024 10:24 <a href="#">Resend</a> <a href="#">Revoke</a>	
Pupil has no contacts		
Pupil has no contacts		
Pupil has no contacts		

**Holly Lane Primary School**

**Dominic Abramowitz**

A report for Dominic Abramowitz is ready.

To download the report, please enter your child's date of birth:

dd/mm/yyyy  [Download Report](#)



# Testimonial

Like so many schools, our communications with parents have shifted since covid - through online meetings to paper reports - and we've tried to find the best of both worlds. Although we've now returned to most meetings being in-person, we've also found that parents valued the opportunity to receive information electronically, and to have more detailed information on their child's progress in school.

The introduction of parent reports in Insight has been a game-changer for us! Whereas before, teachers would take time to review their records and write brief preparatory notes for parents evenings - only to find that some families couldn't make it - now, we share information that's already readily available in Insight direct to parents' inboxes in the days leading up to our consultation evenings.

Simple templates that are easily adjusted mean we can choose exactly what is shared and how. From attendance to standardised test scores, and even homework completion rates – a few clicks we know that it's delivered to every parent in good time. It means all parents get the information regardless of whether they can attend a meeting, even if they live in different households.

The thing I like most about the reporting option in Insight is that we can make the format completely bespoke for our school. While some other software offers the option to email content to parents, whenever I've tried it, I've found it too restrictive trying to fit out information into the standard formats on offer. The flexibility of the Insight approach means we can include statutory results, internal test scores and teacher comments exactly how we want them, with the minimum of administrative time, and all while maintaining a personal touch.

*Michael Tidd, HT - East Preston Juniors*



Questions?