



**GAIRLOCH HIGH SCHOOL**

ARD-SGOIL GHEARRLOCH

# Gairloch High

TMR Dashboard User Guide - PARENTS/CARERS

October 2020

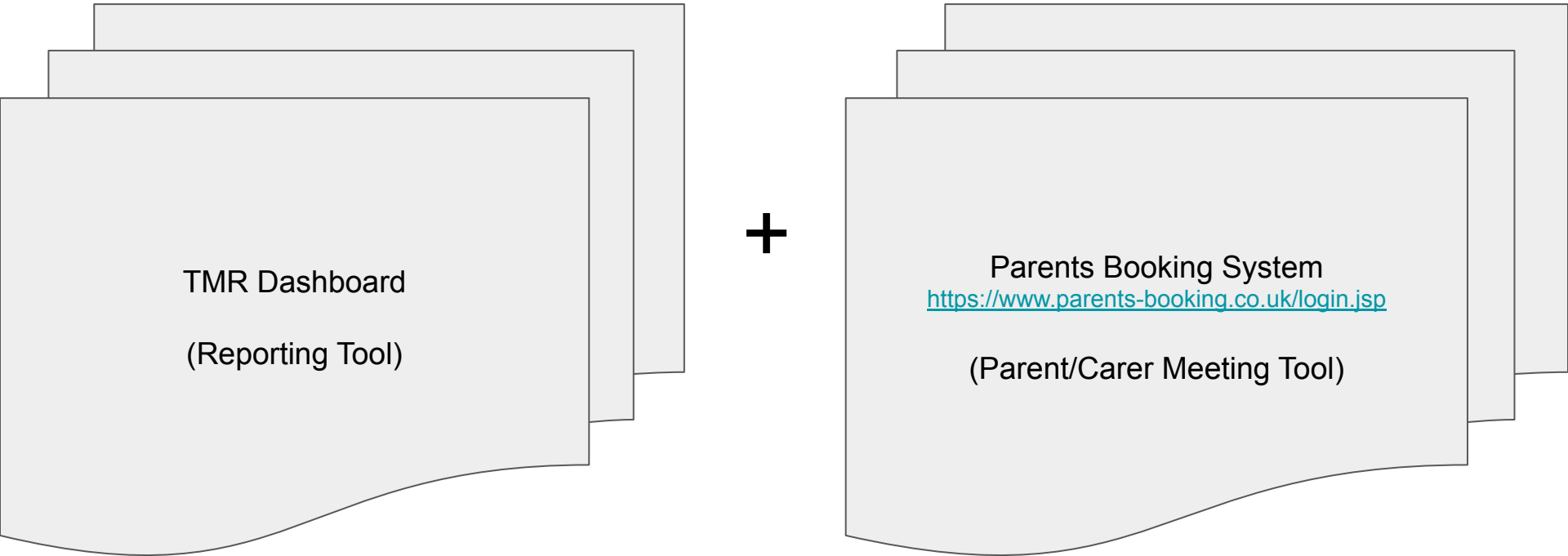
# Welcome to the Gairloch High School TMR System

This system has been designed to provide parents/carers with a single online document, similar to a website which follows pupils through the school from S1 until the time that they leave. This data will be visible 24 hours a day, 7 days per week, 365 days per year for parents/carers to refer to.

The system uses a digital-first approach aimed at saving paper and reducing COVID-19 transmission risk, but has the capability of producing paper-based documentation if required. Documents can be printed easily at home or the school can print and send copies of the document via Royal Mail as before.

NOTE: Should any parent/carer wish to have a document printed and sent, please contact the school office on 01445 712275 or [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

# The System



TMR Dashboard  
(Reporting Tool)

The diagram consists of two light gray rectangular boxes with rounded bottom corners, each containing text. A large black plus sign is positioned between the two boxes. The left box contains the text 'TMR Dashboard' and '(Reporting Tool)'. The right box contains the text 'Parents Booking System', a blue underlined URL 'https://www.parents-booking.co.uk/login.jsp', and '(Parent/Carer Meeting Tool)'. The boxes are slightly offset to the right and bottom, creating a layered effect.

+

Parents Booking System  
<https://www.parents-booking.co.uk/login.jsp>  
(Parent/Carer Meeting Tool)

# Data Protection

All tracking, monitoring and reporting data will be recorded on Council-monitored systems, this include GSuite for Education.

Data will not be shared with anyone other than the person it relates to or their registered parents/guardians.

Reporting data is only available for class teachers **to edit** during agreed reporting windows as agreed in the annual Working Time Agreement. Senior Management, the admin team and guidance staff will add data from time to time out-with these windows as part of business as usual following data protection best practice.

As soon as a pupil leaves school all data will be archived securely for a period of 5 years before being securely disposed of.

Should any of the data be inaccurate, contact the school at the earliest opportunity on 01445 712275 or [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk) and staff will make required changes at the earliest opportunity.

# STEP 1: Receiving your link

No link? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

Parents/carers will receive an email containing a link to their child's TMR Dashboard the first time a report is ready to be release. Users should then click on this link to be taken to the online location of that TMR Dashboard which should look similar to the following:

←

HOME

Attendance

Pupil Profile

Curriculum for Excellence: BGE

Literacy & Numeracy Progress

Health and Wellbeing

Personal, Social & Health Edu...

S1 Overview

S1 - Current Working Levels

S1 - Effort Behaviour Homew...

S1 Report A - Page 1


S1 Report A - Page 2

S1 Report A - Page 3

S1 Report A - Page 4

S1 Report B - Page 1

S1 Report B - Page 2

 **GAIRLOCH HIGH SCHOOL**  
ÀRD-SGOIL GHEÀRRLOCH

Gairloch High School Tracking and Monitoring

<b>PUPIL NAME</b>	Pupil A
<b>SCOTTISH CANDIDATE NUMBER</b>	123456
<b>YEAR OF ENTRY (S1 GROUP):</b>	1999

- Use the menus on the left side of this screen to navigate through this document

# Important Note

Add the link to your browser bookmarks or take a note of it for safekeeping.

The same link will be used to view the document each time a report is completed.


# STEP 2: Navigation

Problems? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

The navigation menu located on the left-side of the document to help users find the documents that they wish to view. This list is scrollable.

If your menu is not present go to the **VIEW** menu and select: **Show document outline:**

←
HOME
Attendance
Pupil Profile
Curriculum for Excellence: BGE
Literacy & Numeracy Progress
Health and Wellbeing
Personal, Social & Health Edu...
S1 Overview
S1 - Current Working Levels
S1 - Effort Behaviour Homew...
S1 Report A - Page 1
S1 Report A - Page 2
S1 Report A - Page 3
S1 Report A - Page 4
S1 Report B - Page 1
S1 Report B - Page 2



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ÀRD-SGOIL GHEÀRRLOCH

Gairloch High School Tracking and Monitoring

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- Use the menus on the left side of this screen to navigate through this document

# PAGES: Attendance

Problems? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

The Attendance page provides an overview on a term-by-term basis for each year in the school:

## Attendance

This data is to be entered by administration staff only.

S1 Term 1	S1 Term 2	S1 Term 3	S1 Term 4	End of year average

S2 Term 1	S2 Term 2	S2 Term 3	S2 Term 4	End of year average

S3 Term 1	S3 Term 2	S3 Term 3	S3 Term 4	End of year average

S4 Term 1	S4 Term 2	S4 Term 3	S4 Term 4	End of year average

S5 Term 1	S5 Term 2	S5 Term 3	S5 Term 4	End of year average

S6 Term 1	S6 Term 2	S6 Term 3	S6 Term 4	End of year average



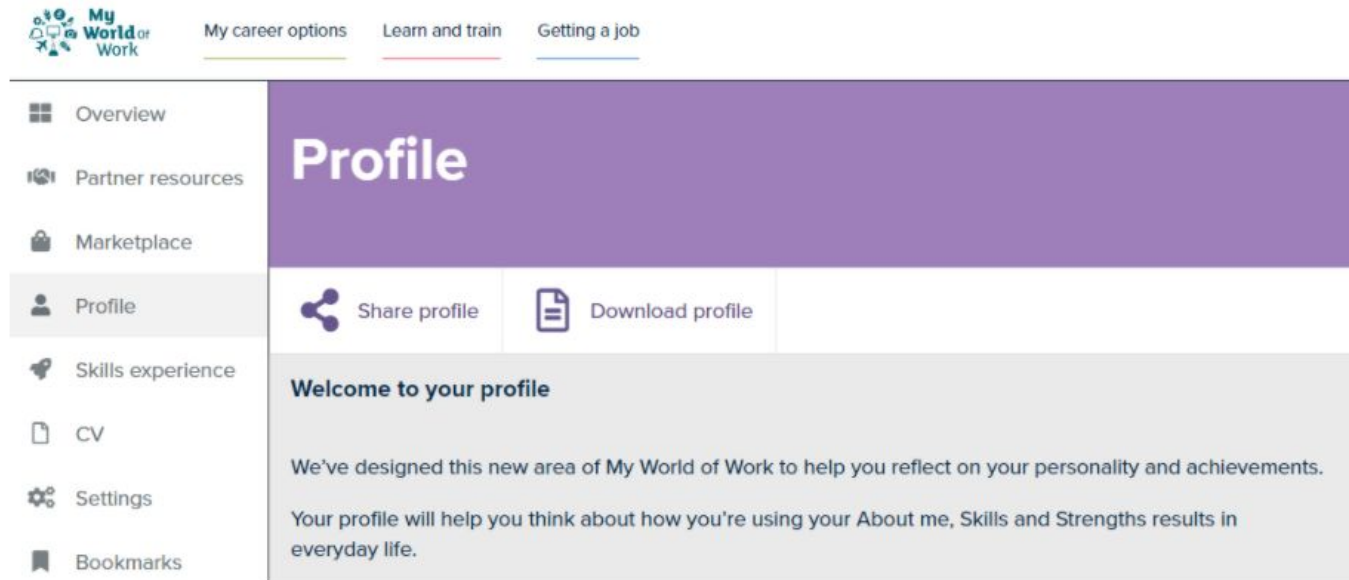
# PAGES: Pupil Profile

Problems? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

The Pupil Profile page provides information about the profiling system used in the school.

Pupil's start developing their pupil profiles as soon as they start in S1 as part of PSHE. At Gairloch High School we use My World of Work by Skills Development Scotland ([www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)) to capture experiences of pupils and how those experiences are helping to develop their own strengths and skills.

Here is an example of the My World of Work Profile page. Clicking on the image will also take you directly to the website's login page:



**My World of Work**

My career options   Learn and train   Getting a job

- Overview
- Partner resources
- Marketplace
- Profile**
- Skills experience
- CV
- Settings
- Bookmarks

## Profile

[Share profile](#)   [Download profile](#)

**Welcome to your profile**

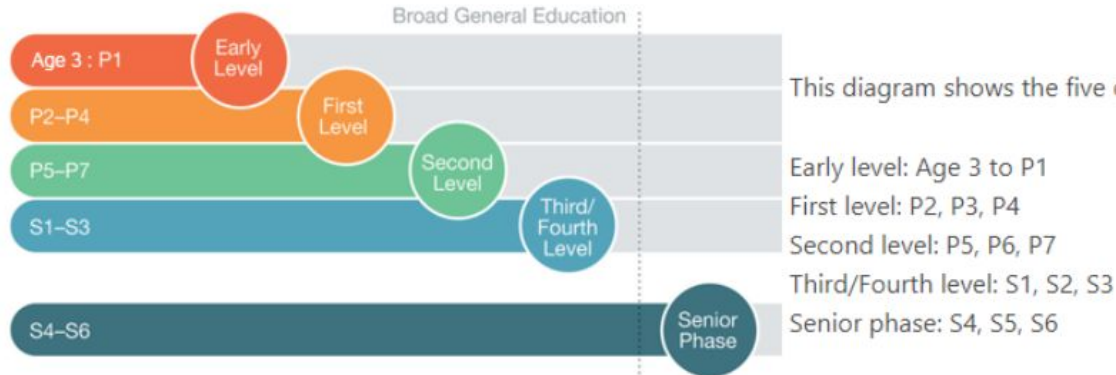
We've designed this new area of My World of Work to help you reflect on your personality and achievements.

Your profile will help you think about how you're using your About me, Skills and Strengths results in everyday life.

# PAGES: CfE pages

Problems? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

The Curriculum for Excellence Pages (BGE and SP) provide a short overview about each of these Curriculum for Excellence stages with useful links to find out more.



This diagram shows the five curriculum levels with progression to the senior phase (S4-S6).

Early level: Age 3 to P1

First level: P2, P3, P4

Second level: P5, P6, P7

Third/Fourth level: S1, S2, S3

Senior phase: S4, S5, S6

<https://education.gov.scot/parentzone/learning-in-scotland/broad-general-education>

# PAGES: Literacy/Numeracy

Problems? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

Two aspects of pupil progress that are closely measured during the BGE phase are literacy and numeracy. This page provides information for parent/carers about the progress being made by their child in these areas.

**LAST UPDATED:**

**LITERACY (English) - current level**

**Listening and Talking**

**Reading**

**Writing**

**LITERACY (Gàidhlig - if applicable) - current level**

**Listening and Talking**

**Reading**

**Writing**

**NUMERACY - current level**

**Listening and Talking**

**Reading**

**Writing**

# PAGES: Health & Wellbeing

Problems? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

The health and wellbeing of our young people is key to their development and learning. These pages provide an insight into how pupils from S1 to S6 are supported including information on the current Personal, Social and Health Education (PSHE) programme.



# PAGES: Overview pages

Problems? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

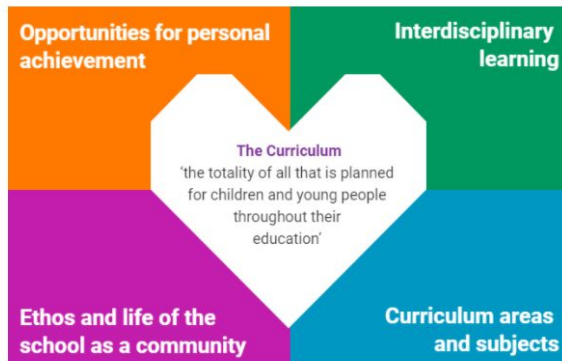
To start each year group section, an brief introduction is provided including some links to more useful information of parents/carers:

## S1 Overview

In S1 pupils progress into the Secondary Broad General Education programme, defined by Curriculum for Excellence. | curriculum areas:

1. Expressive Arts
2. Health and Wellbeing
3. Languages
4. Literacy and English
5. Numeracy and Mathematics
6. Religious and Moral Education
7. Sciences
8. Social Studies and Technologies.

Information about each of the curriculum areas can be found on [Education Scotland's website](#).



# PAGES: Working levels/grades

Problems? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

This is the first page in reporting sections. BGE pupil levels are added here along with target levels and in Senior Phase (S4-6) grades are added in place of levels.

COURSE	REPORT A		REPORT B	
	WORKING AT LEVEL	PROGRESS AT LEVEL	WORKING AT LEVEL	PROGRESS AT LEVEL
MATHS				
ENGLISH				
FRENCH				
Gaelic   Gàidhlig				
ART				
MUSIC				
DRAMA				
PE				
SCIENCE				
CDT				
ENTERPRISE & TECH.				
SMART				
RME				

S1 - 3 Example (Levels)

COURSE	REPORT A: Working At	REPORT A: Target Grade (Report B)	REPORT B: Working At	REPORT B: Target Grade (Estimate)	ESTIMATE: Transmitted to SQA

S4 - 6 Example (Grades)

# PAGES: EBH

Problems? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

Effort, behaviour and homework are closely tracked using colour coding.

**GREEN** = Outstanding

**YELLOW** = Good

**ORANGE** = Satisfactory

**RED** = Needs immediate improvement

**E** = Effort

**B** = Behaviour

**H** = Homework

	REPORT A				REPORT B		
	E	B	H		E	B	H
MATHS							
ENGLISH							
FRENCH							
GAELIC   GÀIDHLIG							
ART							
MUSIC							
DRAMA							
PE							
SCIENCE							
CDT							
ENTERPRISE & TECH.							
SMART							
RME							

# PAGES: Report

Problems? Email [gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)

Reporting, from S1 to S6 will take the same format. The aim is to provide an overview of how a pupil is getting on in an clear and efficient way regardless of their stage in school. The aim of this is to provide parents/carers an opportunity to generate questions which can be asked at parent/carer engagement appointments.

A	LEARNING	TEACHER COMMENT
<b>COURSE</b>  <b>Teacher:</b>  <<add name>>	Areas of strength.	
	Areas for improvement.	
	Next steps in learning (target).	
	What will the teacher do?	

Pupils will be involved in this process through participation in learning conversations with their teachers.



# Contact details

Should you have any questions about the system, please contact the school:

01445 712275

[gairloch.high@highland.gov.uk](mailto:gairloch.high@highland.gov.uk)