

ECT

REPORT SUPPORT SHEET



Before You Start Writing

- **Know the Purpose:** Reports are for parents/carers. Aim to inform, not overwhelm. Focus on progress, effort, attitude, and next steps.
- **Understand School Expectations:** Check the format, word limits, tone, and deadlines set by your school. Use any templates or example reports provided.



Writing the Report

- **Start with Strengths:** Open with positive comments. Every child has something to be celebrated—start there.
- **Be Specific and Personalised:** Avoid generic comments. Mention individual achievements, areas of improvement, or memorable contributions.
- **Use Clear, Jargon-Free Language:** Parents should be able to understand the report easily. Translate any teacher-speak (e.g., say “uses full stops correctly” instead of “demonstrates appropriate punctuation usage”).
- **Balance Praise and Areas for Development:** Be honest but tactful. Use constructive language—e.g., “[Child] is working towards developing confidence in...” instead of “struggles with...”.
- **Include Next Steps or Targets:** Suggest a simple goal or area to focus on moving forward (e.g., “Next term, [Child] should aim to read aloud more regularly to build fluency”).

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After Writing

- **Proofread Carefully:** Check grammar, spelling, and names. Read it aloud to catch awkward phrasing.
- **Peer Review:** Ask a colleague to glance over a few reports to spot errors or offer feedback.
- **Meet the Deadline:** Start early and pace yourself. Don't leave all your reports until the final week.

Bonus Tips

- Use a bank of phrases to save time but customise each one.
- Set a daily target (e.g., 5 reports per day) to avoid burnout.
- Save your best reports as exemplars for future years.

Looking for more support?

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