

# Juniper

## Steps Parent Report

Target Tracker Steps Parent Report draws on the Steps data already input into Target Tracker.

It is designed to give parents the information they need while offering the school versatility to customise the report to fit the needs of their setting.

It allows an Admin user to set a global template for the reports to ensure continuity between cohorts. It is not possible to choose a different template for each cohort.

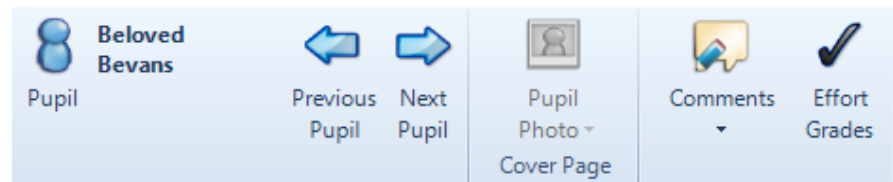
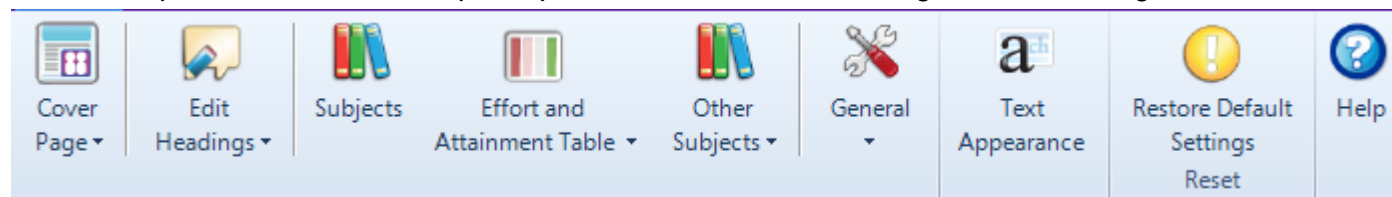
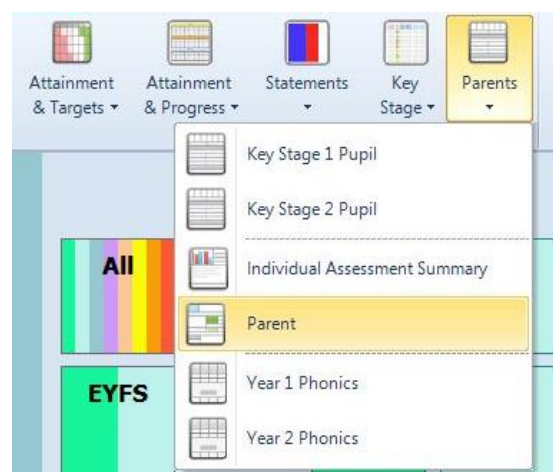
### Accessing the Parent Report

Choose a class or cohort then go to **Primary Reports > Parents > Parent**.

The settings and tools are split between two tabs on the ribbon. The **Parent Report Options** tab and the **Parent Report** tab.

The **Parent Report Options** tab includes all of the overall design tools and settings that affect all reports and should be chosen before work is started on the reports. This tab is only visible to Admin users.

**Note:** The options in the Parent Report Options tab are covered on Pages 2 & 3 of this guide.



The **Parent Report** tab includes all the tools required by the teacher to edit and create the reports. This tab is visible to all users, although Read-Only users are not able to make any changes to the contents of reports.

**The options in the Parent Report tab are covered on Page 4 of this guide.**

### Parent Report Options: General Options

- **Include Page Header** - adds the 'End of year report' beside the pupil's name to the top of the main report page.
- **Include Page Header School Logo** - includes the school logo on the page header (if a logo is uploaded).
- **Browse for School Logo** - if required
- **Edit Page Header Title** - change the title 'End of year report' as required. The pupil name will still appear.
- **Include Head Teacher Comment** – adds a text box that can then be typed into from **Comments** in the **Parent Report** options.
- **Include Teacher Signature** – adds a box that is intended to be hand signed by the teacher once the report has been printed.
- **Include Attendance** - includes the attendance section at the foot of the main report page. The attendance will be automatically included from the Contextual grid if present. It is advisable to run an update from your MIS on the cut-off date for accurate attendance.
- **Include Date** - add today's date to the reports.
- **Include Custom Date** - allows a different date to be chosen which will be used in the reports.
- **Include Pupil Comments and Parents Slip Page** - includes a page for pupil comments (to be printed and written in) and a cut off slip for parents to comment and return to school.

### The Effort and Attainment and Other Subjects tables

The **Effort and Attainment** table and **Other Subjects** table populate with the Steps assessments that have been entered.

The Expected Age Attainment Range uses the same lookup as the Age Related Profile report, and uses the current half term as the basis for its display. See table for direct link between ARE categories and the parent report.

If preferred the ARE colours can be switched off and just the Step shown.

The table has many configurations depending upon the choices made by an Admin user for the school. Details could include the current attainment as a value, the current target, and the previous year's attainment and also where the table is positioned within the report. The option to include an Effort grade can be switched on or off. The effort data is added by the class teacher by clicking on **Effort Grades** on main **Parent Report** page.

Age Related Expectation Summary	Effort and Attainment Table
Working below age related expectation	Below
Working just within age related expectation	Within
Working at upper age related expectation	Upper Within
Working above age related expectation	Above
Working significantly above age related expectation	Above

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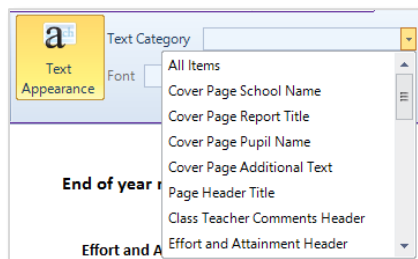
## Steps Parent Report

### Parent Report Options: Text Appearance

This section is found under the **Parent Report Options** tab. Once selected, it enables the text tools to edit each section of the report

Most text areas of the report may have their font, font size, colour, bold and italic set.

When 'All Items' is selected you may only change the font as you are unlikely to want all the text to be the same size throughout the report.



### General Options - Adding Working Towards statements

This option, which is within the **General Options** menu, allows the report to use Statement Assessment data to automatically populate the **Curriculum Targets** section of the report.

Any 'red' Working towards assessment statements will be included. This could be a large number of statements. The statements can be edited and some removed if necessary after exporting the reports to Word.

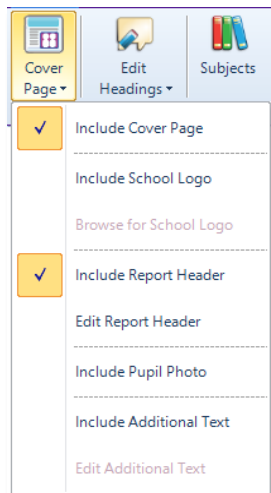
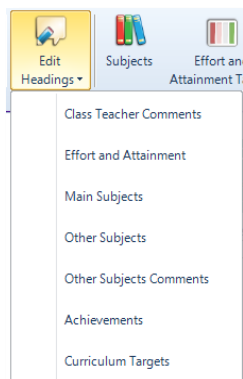
**Curriculum Targets**  
Apply phonic knowledge and skills as the route to decode words.  
Read aloud accurately books that are consistent with developing phonic knowledge and that do not require use of other strategies to work out words.  
Read words containing common suffixes.  
Read common exception words, noting unusual correspondences between spelling and sound and where these occur in the word.

### Parent Report Options: Cover Page and Edit Headings

**Cover Page** includes the options to configure the Cover Page of the report including whether to include;

- A school logo,
- A report header (and what it should be),
- A Pupil Photo
- Additional text.

**Edit Headings** includes the options to edit the headings of all of the main sections of the report



### Parent Report Options: Subjects

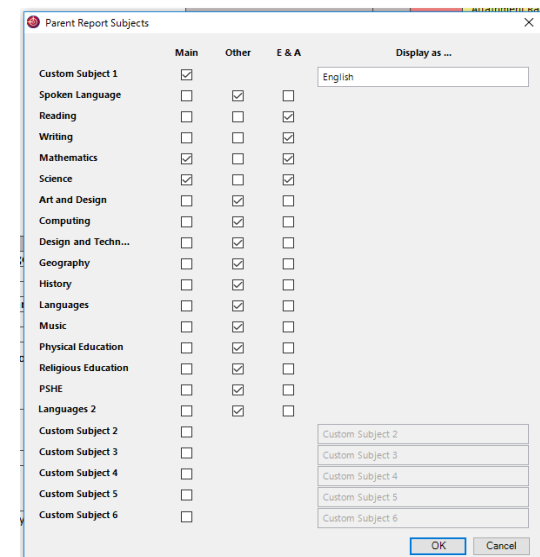
Ticking **Main** enables a text box which is accessed from the **Comments** button on the main **Parent Report** page.

Ticking **Other** includes the subject in the Other Subjects table.

Ticking **E & A** includes the subject in the Effort and Attainment table. Custom Subject 1 is English.

Ticking **Custom Subjects 2 to 6** enables text boxes which are accessed from the **Comments** button on the main **Parent Report** page.

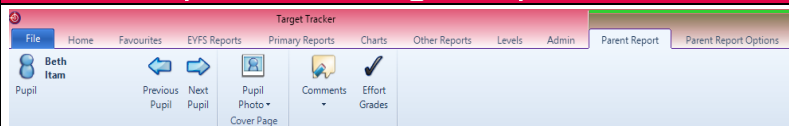
The headings of the Custom Subjects can be updated when the box is ticked.



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### Parent Report: Selecting a Pupil



Pupils can be chosen in two ways. They are both found on the **Parent Report** tab.

The first way is to select a pupil within the class. Click on the **Pupil** button on the ribbon to bring up a class list.

The second way is to toggle between pupils using the **Previous Pupil** and **Next Pupil** buttons.



### Pupil Photos

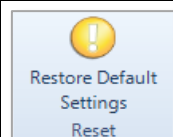
The option to include a photo has to be toggled on or off using the **Cover Page** options in the **Parent Report Options** tab.

Using the **Pupil Photo** button on the **Parent Report** tab allows you to browse for a photo. It can also be used to remove an existing photo.

### Exporting to Word

In order to archive the reports made in an academic year, or to create a pupil's report for final editing, the reports should be exported to Word. To do this, click on **File > Export > Export to a File > Word**. This can be done for a single child, a filtered group or the whole cohort in one go.

### Clearing the reports of last year's data



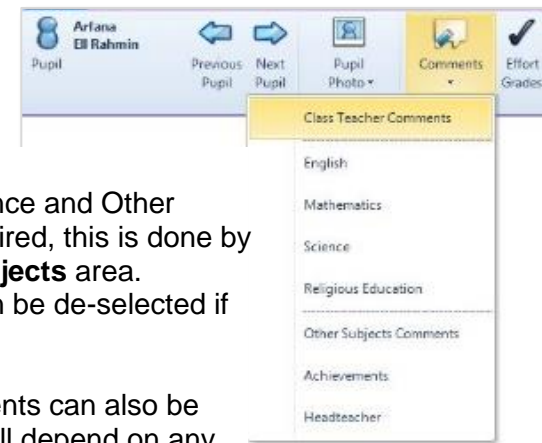
The contents of the Parent Reports can be cleared by an Admin user by going to **File > Options > Comments**. **Please ensure that the reports have been exported to Word before this is done as it is not possible to retrieve the data once cleared.**

It is also possible to reset the report back to default settings if required.

### Parent Report: Adding Comments and Effort grades

Once a pupil has been selected, comments can be entered which refer to the child. Using the **Parent Report** tab, click on the **Comments** button.

A drop down menu offers a choice between different types of comments you can add. Choosing the **Class Teacher Comments** allows a comment to be added by the class teacher about the child.



By default, the subjects will be English, Maths, Science and Other Subjects. Additional subjects can be included if required, this is done by an Admin user in the **Parent Report Options – Subjects** area. Tick the required subject in the main list. English can be de-selected if required by unticking Custom Subject 1.

**Head teacher** comments and **Achievement** comments can also be added in this way. The actual Comment headings will depend on any changes made in the **Parent Report Options** tab in **Edit Headings**.

**Effort Grades** can be added for each subject by clicking on **Effort Grades**. If the effort data doesn't appear this means that your Admin user has chosen not to include Effort Grades when they setup the main **Parent Report Options**. This choice can be changed in **Other Subjects** and **Effort and Attainment Table** in the **Parent Report Options** by an Admin user.