



Welwyn St. Mary's Primary School - Reading Record Guidelines

"The more that you read, the more things you will know. The more you learn, the more places you'll go."— Dr. Seuss

At Welwyn St. Mary's Primary School we acknowledge and value the support of parents in enabling their children to become confident learners and fluent readers who read for pleasure and enjoyment. As part of our partnership with home, we have developed guidelines for using the reading records to help everyone maximise potential.

These guidelines outline what you can expect from school and what we would appreciate from parents and guardians so we can work together to provide the best reading experience and progress for your child.

Teachers will include:

- Reading that has taken place in school e.g. Individual reading and group/guided reading. A stamp might be used to acknowledge that reading has taken place or initials by the person the child has read to and/or a short constructive comment about the reading that has taken place.
- A reminder to hear your child read if this has not taken place at home for a while.
- Other straight forward comments regarding reading.
- Acknowledgment of any specific comments made by parents - this will normally be in the form of an initial, a smiley face or if needed, a short comment.
- Non-urgent messages for parents e.g. 'Thank you for offering to help on our school trip - your help will be very much appreciated.'
- Praise in the form of stickers, comments, etc. may be communicated in the reading record
- Any other information we deem appropriate.

Each KS2 class teacher will expect the children to bring their reading book and record into school each morning and place their reading record open in front of them so that a member of staff can check that daily reading is taking place and acknowledge any comments/feedback made by parents.

Parents will include:

- A record of your child's daily reading (older children can do this themselves but it is extremely important that all parents continue to hear their child, even if their child is a competent free reader) - title of the book and author if a library/home book and the page number.
- A short constructive comment about your child's reading.
- Tick the box (on each page of the reading record) to show that you have read/shared a book with your child and any other information about what is being read and shared at home.
- Any reading can be recorded, not simply reading scheme books or library books; write down other books that you read with/to your child, as this provides class teachers with a broader picture of your child's reading experiences.
- Please initial all comments made by staff but keep long responses for a separate letter as the reading records have little daily space.
- Sign your child's reading record every time you hear your child read and at the end of the week.
- Use the reading record for non-personal non-urgent messages for the teacher e.g. 'Child 1 is being picked up by his grandad today instead of me.'
- Any other success which has occurred outside school and you would like to share with us.

Please be aware that a child's reading record is not a private document so keep all communication appropriate for public domain. In addition to this, the reading record is not a means of providing detailed information about the progress of a child, the curriculum or incidents involving other children. Please contact the school by email, letter or telephone if you need to speak directly to the class teacher.