

Progress File – Achievements

Progress File aims to encourage pupils to recognise, record and present their achievements, and to support these achievements with evidence, such as examples of work, photographs, notes, certificates, reports and commendations.

Achievements are things that pupils themselves feel proud of, or examples of behaviour and work that adults, such as teachers and parents/carers, might highlight for particular children as steps forward. Progress File can be used to recognise a wide range of achievements within and outside of school.

This section of Let's go with Progress File includes examples, prompts and record sheets to help pupils to log their achievements and supporting evidence.

Progress File – Achievements

TN2 Teacher Notes

Achievements can include a wide range of things that the pupil has had to work hard for, both within and outside of school. Examples include a piece of work done well, a new skill the pupil has developed and ways in which the pupil has helped others or made positive changes in their behaviour, such as overcoming a particular fear or working better with others.

These achievements can be recognised in different ways through, for example, praise, marks and comments on work, award schemes, such as stickers and merits, certificates and events that celebrate achievements.

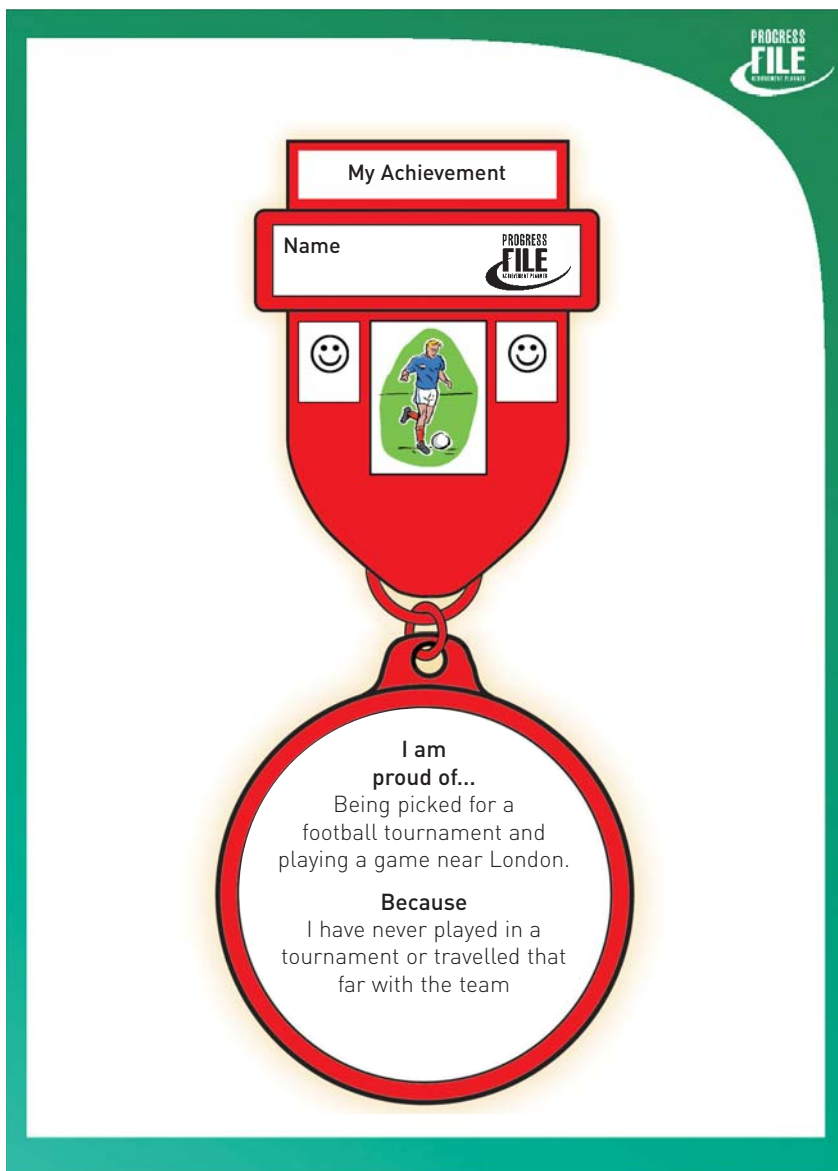
Pupils will need help in understanding what is meant by an ‘achievement’ and in identifying evidence to support this. Evidence does not have to be written by pupils. It can include notes written by others who have seen the pupil’s work or performance, photographs, video clips, drawings and articles made by pupils, as well as more formal reports and certificates.

Pupils should be encouraged to keep their records and evidence (or a note of where evidence can be provided) in their working file. At relevant points, items can be selected by pupils to present achievements to others, for example when making the transition to a new class or school, or when introducing themselves to a personal adviser. Pupils also need to understand that some items in their working file will need to be discarded when more up-to-date examples of their achievements become available.

Examples

- | | |
|------------------------------|---|
| E2.1 Achievement Medal | To encourage pupils to identify an achievement and reasons for this |
| E2.2 Evidence of Achievement | This sheet could be produced as a poster or hand-out to remind pupils about different types of evidence. |
| E2.3 Achievement Log | An example of a simple form that pupils can use for themselves to log achievements and evidence. See Pupil Activities section (P2.4 to P2.8) for a variety of other formats for use at different stages/for different periods of time to review and record achievements and evidence (these can all be customised). |
| E2.4 Certificate | An example of a certificate awarded by a school to recognise a pupil’s personal achievement. The version (P2.9) in the Pupil Activities section of this CD can be customised, e.g. with school logo. |

Teacher Note: This medal is an example of how a pupil was encouraged to record an achievement and celebrate this by sharing it with others. A blank medal (**P2.1**) is provided in the **Pupil Activities** section of this CD. The medals can be coloured in by pupils, perhaps to show different types of achievement and make it more personal, or coloured/customised before distribution to pupils. The outline could be filled with a drawing or photograph.



Where's the evidence of your achievement?

Think about some of your achievements. How can you prove that they happened?

Identify the evidence.

Evidence: certificate, report, commendation, trophy

e.g. for good behaviour, good work, attendance, effort, achievements in sport, music, art, drama...



Evidence: teacher/someone responsible was there and can say what you did

e.g. for caring for others or pets, achievements on a trip, in a home or leisure activity, at a special event...



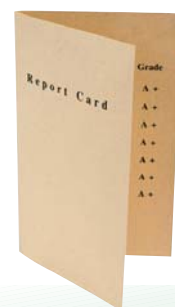
Evidence: photograph/tape/video

e.g. to show achievements from a performance, a sports activity, or examples of things you have made...



Evidence: pieces of good work

e.g. class work or homework such as a poem, story, painting, maths or science project...



Teacher Note: This is a simple example of a log that pupils have been encouraged to use for themselves at home and in school. It could be included as a page in school planners or homework diaries (to cover a half-term or term) and used to inform discussions on progress.



Achievements Log

Name

Date	What I did	Evidence
23.10.03	I took responsibility for remembering to take things I need to school for a whole week!	See my Mum's note
7.11.03	I painted some scenery for the school play and my class thought it was good	See photo of my painting in my folder
19.11.03	I wrote a poem in English about Giant Grendel and I was asked to read it out to my class	Listen to the tape and see a copy of my poem in my folder
21.11.03	I got my best marks ever in a spelling test - 11/11	See my test book
27.11.03	I learnt to do a spreadsheet in ICT technology	Ask Mrs X (ICT teacher)

E2.4

Teacher Note: An example of a certificate designed and issued by a school to recognise a pupil's personal achievement. It could be customised (using the version **P2.9** in the **Pupil Activities** section of this CD) by adding your school logo and used to celebrate a variety of achievements.

