

Parent progress review template

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Parent Progress Review Template (PDF) | PTB

A one-page template for reviewing your child's tutoring progress each term: goals, evidence, tutor comments and next steps, ready to print and use.

A termly one-pager that keeps tutoring honest: what the goals were, what the evidence shows, what the tutor says, and what happens next.

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Tutoring works on a rhythm: goals set at the start, evidence gathered along the way, an honest look back each term. Without the look-back, arrangements drift: sessions continue because they continue, and nobody asks whether the original reason still stands.

The template below is the complete printable content: a one-page review form in four parts, covering goals, evidence, tutor comments and next steps. It is the termly version of the first-month scorecard in our guide to evaluating the match in the first month, and it works whether the tutor is ours, another agency's or an independent.

Part one: goals. Copy the agreed goals from the start of the term, unedited.

Part one: the goals, restated exactly as agreed.

Part two: evidence. What do you actually have, this term, that bears on each goal?

School results or teacher comments this term

Test, quiz or mock scores, where relevant

Your child's own account: what do they say is different?

Session notes received: how many, and what pattern do they show?

Part two: the evidence gathered this term.

Part three: tutor comments. Ask the tutor for three short written answers before you finish the review.

Part three: the tutor's view, in writing.

Part four: next steps, agreed and dated.

Continue, adjust or change: the term's honest verdict, in one line.

Goals for next term, written down and shared with the tutor.

Anything to raise with the school, and by when.

Set aside half an hour at term's end, ideally the same week each term. Fill parts one and two yourself first, from the session notes and school evidence you have kept; then send part three to the tutor and complete part four once their answers arrive.

Involve your child for five minutes of it: their account of what is different is evidence too, and it is often the most accurate line on the page. Younger children can simply be asked what felt easier this term.

Judge against the goals as written, not against a vague sense of how things feel. If the goals were wrong, that is a finding too, and part four is where you fix them.

A tutor who knows a review is coming writes better session notes, so tell them at the start of term that the form exists. Most tutors welcome it; the three questions in part three are ones a good tutor is already asking themselves.

With our own placements you receive a short note after each session and a progress summary every four weeks, so part two largely fills itself. Either way, if the review shows stalled progress, say so plainly and change the plan or the tutor; the review exists to make that conversation normal.

If completing the form raises questions about what the tutor knows about your child, our guide to telling a tutor about learning needs covers the information side.

The PDF is the four parts above on one page, with ruled space for entries. Print one per child per term, and keep the completed forms together; a year of them is the clearest record of whether tutoring is earning its place.

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Evaluating the tutor match in the first month

The first-month scorecard this termly template extends.

What to share and what updates should look like.

The full library of printable checklists, worksheets and planners.