

NAME SHARON CAIRNS					GROUP 1-G4	DATE Dec 87	
SUBJECT: DRAMA					TEACHER: [REDACTED]		
Course Composition	SK	COM	COP	HD	KEY: SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	ATTENDANCE	
MOVEMENT — CO-ORDINATION, INTERPRETATION		✓				EXCELLENT	
ACTING OUT — IMAGINATION, CHARACTERISATION		✓				REGULAR	✓
GROUP WORK — CONTRIBUTION OF IDEAS		✓				UNEVEN	
CONFIDENCE — RELAXATION, INVOLVEMENT		✓				POOR	
					COMMENT Sharon spoils her good work by being silly and constantly talking out of turn. More self control needed!		

NAME Sharon Cairns					GROUP 1-G4	DATE Dec 87	
SUBJECT: ART					TEACHER: [REDACTED]		
Course Composition	SK	COM	COP	HD	KEY: SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	ATTENDANCE	
IMAGINATIVE THINKING				✓		EXCELLENT	✓
TECHNICAL ABILITY			✓			REGULAR	
LISTENING			✓			UNEVEN	
UNDERSTANDING			✓			POOR	
OBSERVATION			✓		COMMENT Works well in class.		

NAME Sharon Cairns					GROUP 1-G4	DATE 1/12/87	
SUBJECT: ENGLISH					TEACHER: [REDACTED]		
Course Composition	SK	COM	COP	HD	KEY: SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	ATTENDANCE	
READING — FOR UNDERSTANDING		✓				EXCELLENT	✓
WRITING — PRESENTATION (SPELLING, WRITING ETC.)		✓				REGULAR	
TALKING — CONFIDENCE		✓				UNEVEN	
LISTENING — UNDERSTANDING		✓				POOR	
					COMMENT Sharon is capable of good work and, on the whole, does work quite well in class. Sometimes however, work is unfinished or not done whole-heartedly and concentration can be very weak. She could make good progress once more settled.		

NAME <u>SHARON CAIRNS</u>					GROUP <u>164</u>	DATE <u>30/11/87</u>
SUBJECT: MATHS					TEACHER: [REDACTED]	
Course Composition	SK	COM	COP	HD	KEY:	ATTENDANCE
UNDERSTANDING — OF IDEAS OF THE COURSE				✓	SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	EXCELLENT REGULAR UNEVEN POOR
SKILLS — CALCULATIONS AND METHODS			✓			
TESTING — PERFORMANCE IN TESTS			✓		COMMENT <i>Sharon has done well in some topics but she is often very lazy and reluctant to work.</i>	
WRITTEN WORK — NEATNESS AND CARE	COPING					
HOMEWORK	COPING					

NAME <u>SHARON CAIRNS</u>					GROUP <u>1B 194</u>	DATE <u>4. 12. 87</u>
SUBJECT: FRENCH					TEACHER: [REDACTED]	
Course Composition	SK	COM	COP	HD	KEY:	ATTENDANCE
UNDERSTANDING — THROUGH LISTENING		✓			SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	EXCELLENT REGULAR UNEVEN POOR
UNDERSTANDING — THROUGH READING						
SPEAKING		✓			COMMENT <i>Sharon must try at all times to pay attention and not to distract or annoy others in the class. There is room for improvement in her listening skills and her written though mostly well done, is careless at times.</i>	
WRITTEN WORK	✓					
INVOLVEMENT IN CLASSWORK						

NAME <u>SHARON CAIRNS</u>					GROUP <u>164</u>	DATE <u>4-12-87</u>
SUBJECT: SCIENCE					TEACHER: [REDACTED]	
Course Composition	SK	COM	COP	HD	KEY:	ATTENDANCE
COMMUNICATION SKILLS — READING, WRITING, SPEAKING, LISTENING			✓		SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	EXCELLENT REGULAR UNEVEN POOR
UNDERSTANDING — OF THE IDEAS OF THE COURSE				✓		
KNOWLEDGE — OF THE BASIC SCIENTIFIC FACTS				✓	COMMENT <i>Sharon is a nice student but she will need to concentrate more on her work if she is to improve in science.</i>	
PRACTICAL SKILLS — EXPERIMENTAL WORK				✓		
TESTS — AT END OF UNITS				✓		

NAME <i>SHARON CAIRNS</i>					GROUP <i>164</i>	DATE <i>NOV '87</i>	
SUBJECT: PHYSICAL EDUCATION					TEACHER: [REDACTED]		
Course Composition	SK	COM	COP	HD	ATTENDANCE		
PERFORMANCE — EFFECTIVENESS IN THE ACTIVITY			✓		KEY: SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	EXCELLENT	✓
TECHNIQUE — QUALITY OF SKILLS			✓			REGULAR	
KNOWLEDGE & UNDERSTANDING — OF IDEAS OF THE COURSE			✓			UNEVEN	
INTERPERSONAL CO-OPERATION — ABILITY TO WORK, RELATE TO OTHERS			✓			POOR	
					COMMENT <i>Sharon is not fulfilling her potential. She is distracted from her work too easily.</i>		

NAME <i>Sharon Cairns</i>					GROUP <i>164</i>	DATE <i>2.12.87</i>	
SUBJECT: MUSIC					TEACHER: [REDACTED]		
Course Composition	SK	COM	COP	HD	ATTENDANCE		
SOLO PLAYING		✓			KEY: SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	EXCELLENT	
GROUP PLAYING	✓					REGULAR	✓
CO-OPERATION — ABILITY TO WORK WITH, AND RELATE TO OTHERS	✓					UNEVEN	
						POOR	
					COMMENT <i>Very pleasant.</i>		

NAME <i>Sharon Cairns</i>					GROUP <i>164</i>	DATE <i>Nov. 87.</i>	
SUBJECT: HOME ECONOMICS					TEACHER: [REDACTED]		
Course Composition	SK	COM	COP	HD	ATTENDANCE		
UNDERSTANDING — OF THE WORK COVERED		✓			KEY: SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	EXCELLENT	✓
WRITTEN WORK — CONTENT AND PRESENTATION		✓				REGULAR	
FOLLOWING INSTRUCTIONS — SPOKEN AND WRITTEN			✓			UNEVEN	
PRACTICAL SKILLS — ORGANISATION, MANAGEMENT, USE OF EQUIPMENT			✓			POOR	
					COMMENT <i>Sharon has made a satisfactory start in the subject. Practical skills have improved over the term.</i>		

NAME SHARON CAIRNS					GROUP 1 G 4	DATE 1/12/87	
SUBJECT: TECHNICAL EDUCATION					TEACHER: [REDACTED]		
Course Composition	SK	COM	COP	HD	KEY: SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	ATTENDANCE	
PRACTICAL — USE OF COMMON TOOLS WITH WOOD, METAL AND PLASTICS			✓			EXCELLENT	✓
DRAWING SKILLS — SKETCHING USING INSTRUMENTS AND GRAPHICAL AIDS				✓		REGULAR	
KNOWLEDGE AND UNDERSTANDING — OF TOOLS, PROCESSES AND MATERIALS			✓			UNEVEN	
CO-OPERATION — ABILITY TO WORK SAFELY AND CONSIDERATELY WITH OTHERS				✓		POOR	
DESIGN SKILLS — PRODUCTS PRIOR TO MANUFACTURE			✓		COMMENT <i>Sharon should spend less time talking and more time putting some effort into her work — disappointing!</i>		

NAME SHARON CAIRNS					GROUP 1 G 4	DATE 1.12.87	
SUBJECT: SOCIAL STUDIES					TEACHER: [REDACTED]		
Course Composition	SK	COM	COP	HD	KEY: SK — SKILLED COM — COMPETENT COP — COPING HD — HAS DIFFICULTY	ATTENDANCE	
ENQUIRY SKILLS — FINDING AND USING INFORMATION				✓		EXCELLENT	✓
KNOWLEDGE & UNDERSTANDING — OF THE IDEAS OF THE COURSE			✓			REGULAR	
PRESENTATION OF WORK			✓			UNEVEN	
HOMEWORK			✓			POOR	
TESTS			✓		COMMENT <i>Sharon finds it difficult to settle in class. This means that the pace of her work suffers and she finds difficulty with some of the new ideas. She must take more care.</i>		

NAME	Sharon Cairns.	GROUP	194	MODULE	
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GUIDANCE COMMENT Sharon is well behaved and pleasant in guidance. although this does not always seem to be the case. PUNCTUALITY Good.	COMMENT ON REPORTS Works well in some classes but doesn't seem to get on well in others. - I think Sharon could try harder. TASK FOR NEXT MODULE To improve her attitude to the classes she does not do too well in.
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GUIDANCE REPORT	GUIDANCE LEAD	ATTENDANCE	
		POSSIBLE	ACTUAL
		20	11%

Name: Sharon Cairns **D.O.B.** 23/12/75
Guidance Leader: [REDACTED]
Guidance Group: 164 **YEAR** 87/88

[illegible]

Name: Sharon Cairns D.O.B. 23/12/75
Guidance Leader: [REDACTED]
Guidance Group: 164 YEAR 87/88

[illegible]

WESTER HAILES EDUCATION CENTRE

GUIDANCE RECORD		SESSION	
STUDENT NAME <u>Sharon</u>		D.O.B.	
GUIDANCE GROUP		GUIDANCE LEADER	
OTHER RELEVANT INFORMATION			
.....			
.....			
		Positive Behaviour	Behaviour Causing Concern
		Internal Reports/Referrals etc.	External Reports/Referrals etc.
		Contact with Home	Interview with Student
		Guidance Task	
		1	2
		3	4
		5	6
		7	
2.1		✓	
2.2			
2.3	Concern about behav. in Art-		
2.4	Very cheeky. For Letter sent home by A.P.T. guid. re being cheeky- parent seen.	✓	
2.5		✓	
2.6			
2.7			
2.8	Lateness.	✓	
2.9	to speak to her re lateness.		
2.10	SUMMARY ✓		

WESTER HAILES EDUCATION CENTRE

[illegible]

WESTER HAILES EDUCATION CENTRE

GUIDANCE RECORD		SESSION		Positive Behaviour	Behaviour Causing Concern	Internal Reports/Referrals etc.	External Reports/Referrals etc.	Contact with Home	Interview with Student	Guidance Task
STUDENT NAME	D.O.B.	GUIDANCE GROUP	GUIDANCE LEADER	1	2	3	4	5	6	7
Sharon										
OTHER RELEVANT INFORMATION										
.1										
.2										
4.3										
reports - good relationships with students + teachers. good progress										
.4										
.5										
Overall improvement since Christmas. Check report returned.				✓						
.6										
.7										
4.8										
Really matured.				✓						
.9										

SUMMARY

WESTER HAILES EDUCATION CENTRE

<u>GUIDANCE RECORD</u>		<u>SESSION</u> .88.89	Positive Behaviour	Behaviour Causing Concern	Internal Reports/ Referrals etc.	External Reports/ Referrals etc.	Contact with Home	Interview with Student	Guidance Task
<u>STUDENT NAME</u> .SHARON CHURCHS.....	<u>D.O.B.</u> 23/12/75....								
<u>GUIDANCE GROUP</u> 20.4....	<u>GUIDANCE LEADER</u> [REDACTED]								
<u>OTHER RELEVANT INFORMATION</u>									
.1	Off last week - no note. Calon this week.								
.2	getting on well. real change of character.	✓		✓					
.3	fighting with [REDACTED]. otherwise OK.		✓					✓	
.4		✓							
.5	Some problems in class, but not get as bad as last year - - losing register this week.	?	?						
.6	no change for behaviour.	?	?						
.7	INTERVIEW WITH [REDACTED] 12/10/88 discussed behaviour / self control.							✓	
.8	fine	✓							
.9		✓							
.10	SUMMARY	✓							

WESTER HAILES EDUCATION CENTRE

GUIDANCE RECORD		SESSION						
STUDENT NAME D.O.B.								
GUIDANCE GROUP GUIDANCE LEADER								
OTHER RELEVANT INFORMATION		Positive Behaviour	Behaviour Causing Concern	Internal Reports/Referrals etc.	External Reports/Referrals etc.	Contact with Home	Interview with Student	Guidance Task
		1	2	3	4	5	6	7
.1								
.2	fine.	✓						
.3	fine.							
.4	fine. much improved.	✓						
.5								
.6								
.7	fine. better than last year.							
.8	fine							
.9	fine							
.10	SUMMARY							

LOTHIAN REGIONAL COUNCIL
DEPARTMENT OF EDUCATION

Date of Admission..... School.....
Admission No. 522

Class.....

Pupil's Name in Full Sharon Elaine Cairns

Date of Birth (day, month, year) 23.12.75

Name of Parent or Guardian.....

Address 2/42 Westburn Gdns

Relationship (if any) of Guardian F

Place in Family (i.e. 1/3, 2/4) 2/3 Home Telephone No. —

Father's place of occupation and telephone No.....

UNEMPLOYED

Mother's place of occupation and telephone No.....

Emergency Contact and telephone number and relationship of contact.....

Name of family doctor and telephone number.....

Springwell House

Pupil's Class in last School.....

Previous Schools attended by Pupil	Approximate Length of Attendance at each
<u>Westburn</u>	<u>6 mths</u>
.....	
.....	
.....	

National Health Registration No. 731 76 015

Information with regard to health or any other special points it is desirable
the teacher should know—

.....

.....

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PRIMARY
MATHEMATICS
PROGRAMME

MATHEMATICS RECORD
(P4 - P7)

NAME:

Sharon Cairns

SCHOOL:

NOTES ON THE COMPLETION OF THIS RECORD:

- (1) There are four columns to indicate at what stage or stages the concept has been encountered.
- (2) A tick or an M should be inserted in these columns to indicate when the concept has been encountered and when it has been mastered.
- (3) The comments column should include comments on resources used eg text books, practical measuring materials etc or could be used to indicate to the P7 teacher, revision requirements.
- (4) Should a pupil transfer from one primary school to another, this document should be forwarded to the new primary school.
- (5) If desired, this record could be used as a transfer document, where either the final page only or the whole document, in specific cases, could be passed on to the appropriate secondary school.
- (6) The final page should be completed by the Primary Head Teacher in association with the P7 teacher having regard to the detailed notes on the back page.
- (7) Secondary schools may wish, in collaboration with their associated primary schools, to develop their own form of transfer document which would be appropriate to their own particular situation. These transfer documents should be in line with the guidance presented in the Lothian Region Mathematics Guidelines.
- (8) The secondary teacher of mathematics should interpret the comments of the primary teacher not solely from this form but also in the light of personal liaison.

SHAPE

TOPIC	P4	P5	P6	P7	COMMENT
Properties of square	✓	✓	✓		
Properties of rectangle	✓	✓	✓		
Angles (types)			✓		
Models of solids			✓		
Prisms/Pyramids			✓		
Lines : Parallel, Perpendicular					
Parallelogram, rhombus			✓		
Irregular quadrilaterals			✓		
Triangles - Types/Properties	✓		✓		
Circles - Patterns/Parts	✓				
Compasses - use of			✓		
Bilateral symmetry					
Protractors - use of			✓		
Rigidity					
Regular Solids		✓	✓		

AREA

TOPIC	P4	P5	P6	P7	COMMENT
Use of geo-board			✓		
Use of acetate grid					
Standard units : m^2 , cm^2					
Area of rectangle			✓		
Composite areas			✓		
Hectare					
Area of triangle			✓		
Area of circle					
Estimating			✓		

GRAPHICAL REPRESENTATION

TOPIC	P4	P5	P6	P7	COMMENT
Bar Chart	✓	✓	✓		
Tallying		✓	✓		
Scale					
Co-ordinates					
Column Graphs		✓	✓		
Averages - Mean					
Mode					
Median					
Broken-Line Graphs			✓		
Straight Line Graphs			✓		
Curved Line Graphs					
Ready Reckoner					
Conversion Graphs					

WEIGHT

TOPIC	P4	P5	P6	P7	COMMENT
Kilogram			✓		
Gram			✓		
Weighing with different scales			✓		
Tonne					
Calculations/Investigations		✓	✓	✓	
Estimating	✓				

MONEY

TOPIC	P4	P5	P6	P7	COMMENT
Pence	✓	✓	✓		
Pounds		✓	✓		
Calculations			✓		
Simple bills			✓		
Money problems		✓	✓		
Historical development					

LENGTH

TOPIC	P4	P5	P6	P7	COMMENT
Measuring in cm and m			✓		
Measuring in mm			✓		
Kilometre			✓		
Measuring curved lines			✓		
Measuring perimeters			✓		
Scale					
Calculations/Investigations					
Estimating	✓	✓	✓		

CAPACITY/VOLUME

TOPIC	P4	P5	P6	P7	COMMENT
Litre			✓		
Millilitre			✓		
cm ³					
dm ³					
m ³					
Volume of cuboid					
Calculations/Investigations			✓		
Estimating			✓		

TIME

TOPIC	P4	P5	P6	P7	COMMENT
Telling the time	✓	✓	✓		
a.m./p.m.			✓		
Time intervals - hrs. & mins.			✓		
24-hour clock			✓		
Timetables			✓		
Time intervals - dates			✓		
Time, Distance, Speed					
Travel graphs					

NUMBER

[illegible]

FINAL P7 COMMENT
(See Notes Overleaf)

1. Practical Maths Skills	
2. Remedial Assistance	
3. Problem-solving Ability	
4. Interest	
5. Application	
6. Ability to work independently	
7. Any other comments	

Date completed _____ P7 Class Teacher _____
 School _____ Head Teacher _____

EXPLANATORY NOTES FOR FINAL PAGE COMMENTS

1. Practical Maths Skills

Comments here should include notes on the Pupil's ability to measure and estimate in a practical situation, in particular in relation to note 1.9 on page 2 of the Measurement booklet.

2. Remedial Assistance

It should be noted here if the pupil has been receiving any remedial assistance in primary maths. Comments should also indicate whether future remedial assistance will continue to be required. Teachers should note, in cases where no remedial assistance has been given, if they consider remedial assistance necessary.

3. Problem Solving Ability

Comments here should indicate how skilled the pupil is in working out problems logically ie the extent of his ability to think logically and pursue the arguments of a problem through the appropriate stages, and how skilled he is in the interpretation of problems eg in his ability to use the appropriate mathematical operation following his reading of the problem.

4. Interest

It would be helpful to have an indication of the amount of interest the pupil shows in his/her mathematics, and whether this interest is confined to one area of maths or to all of them.

5. Application

Under this heading it should be noted how well the pupil applies himself/herself to the mathematical task given, with the appropriate comments if the same level of application is not shown in all areas of maths work.

6. Ability to work Independently

An indication would be helpful of how well the pupil can work on his own.

7. Any Other Comments

Include under this heading any other comments which are appropriate eg areas of further mathematical experience the pupil has encountered, not already noted in the previous pages.