



# **PUPIL/PARENT/CARER ENGAGEMENT BOOKLET**

## **S3 (through to S6)**

This booklet incorporates all the key summary and review information about a young person's journey through Millburn Academy.

It is a critical part of our process to enhance parent/carer engagement and incorporates the following key information from S1 through to the time they leave school;

- TMR/Key Adult Conversation Review Sheets
- Parent Evening Feedback
- Records of Key Adult Conversations
- Skills Development Scotland Interviews
- Options Planning Sheets
- Prelim Analysis Sheets

NAME :

GUIDANCE TEACHER :

# S3

## SECTION 1: PLANNING

|                                                                                                                                           |  |
|-------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. What are you planning to do when you leave school - college, university, employment or apprenticeship?</b>                          |  |
| <b>2. Which industry or subject area do you intend to work in or study?</b>                                                               |  |
| <b>3. What qualifications do you need to progress on to your next step?</b><br>These are available on the university or college websites. |  |
| <b>4. Please list the skills and qualities you think you will need to progress on to your chosen path?</b>                                |  |
| <b>5. Do you have a part-time job?</b><br>Please identify where and your role.                                                            |  |
| <b>6. Do you volunteer outwith school?</b><br>Please identify where and your role.                                                        |  |
| <b>7. What activities, clubs or pastimes are you involved in outside of school? Please identify your role.</b>                            |  |

**SECTION 2:**  
**S3 TMR 1 REVIEW/KEY ADULT CONVERSATION SHEET**

**Tell us what is going well both in and out of school this year?**

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**How well are you getting on in your subjects? (Use a scale of 1-10 for each)**

|                       |  |                      |  |
|-----------------------|--|----------------------|--|
| Administration and IT |  | Gaelic               |  |
| Art                   |  | Graphic Comm         |  |
| ASDAN                 |  | Maths                |  |
| Biology               |  | Modern Studies       |  |
| Business Studies      |  | Music                |  |
| Chemistry             |  | PE                   |  |
| Design & Technology   |  | Physics              |  |
| English               |  | PSE                  |  |
| Enterprising Craft    |  | Psychology           |  |
| Fashion & Textile     |  | Religious & Moral Ed |  |
| French                |  | Science              |  |
| Geography             |  | Spanish              |  |
| Health & Food Tech    |  | Tutorial             |  |
| History               |  |                      |  |

**What areas do you think need improvement?**

- 
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**What can you do in school and at home to make these improvements?**

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|                                                                                            |  |                      |  |
|--------------------------------------------------------------------------------------------|--|----------------------|--|
| ➤<br>➤                                                                                     |  |                      |  |
| <b>Any career thoughts so far?</b><br>➤<br>➤<br>➤<br>➤                                     |  |                      |  |
| <b>Parent Carer Feedback:</b><br><br><br><b>Date:</b>                                      |  |                      |  |
| <b>Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable</b> |  |                      |  |
| <b>S3 TMR 2 REVIEW/KEY ADULT CONVERSATION SHEET</b>                                        |  |                      |  |
| <b>Tell us what is going well both in and out of school this year?</b><br>➤<br>➤<br>➤<br>➤ |  |                      |  |
| <b>How well are you getting on in your subjects? (Use a scale of 1-10 for each)</b>        |  |                      |  |
| Administration and IT                                                                      |  | Gaelic               |  |
| Art                                                                                        |  | Graphic Comm         |  |
| ASDAN                                                                                      |  | Maths                |  |
| Biology                                                                                    |  | Modern Studies       |  |
| Business Studies                                                                           |  | Music                |  |
| Chemistry                                                                                  |  | PE                   |  |
| Design & Technology                                                                        |  | Physics              |  |
| English                                                                                    |  | PSE                  |  |
| Enterprising Craft                                                                         |  | Psychology           |  |
| Fashion & Textile                                                                          |  | Religious & Moral Ed |  |

|                                                                                                        |  |          |  |
|--------------------------------------------------------------------------------------------------------|--|----------|--|
| French                                                                                                 |  | Science  |  |
| Geography                                                                                              |  | Spanish  |  |
| Health & Food Tech                                                                                     |  | Tutorial |  |
| History                                                                                                |  |          |  |
| <b>What areas do you think need improvement?</b><br>➤<br>➤<br>➤<br>➤                                   |  |          |  |
| <b>What can you do in school and at home to make these improvements?</b><br>➤<br>➤<br>➤<br>➤           |  |          |  |
| <b>Any career thoughts so far?</b><br>➤<br>➤<br>➤                                                      |  |          |  |
| <b>Parent Carer Feedback:</b><br><br><br><b>Date:</b>                                                  |  |          |  |
| <b>Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable</b><br><br><br> |  |          |  |

| SECTION 3: OPTIONS                                                                  |  |  |  |  |  |
|-------------------------------------------------------------------------------------|--|--|--|--|--|
| <b>What courses have you been studying in S3 in addition to Maths and English?</b>  |  |  |  |  |  |
|                                                                                     |  |  |  |  |  |
| <b>What 5 courses do you plan on taking in S4 in addition to Maths and English?</b> |  |  |  |  |  |
|                                                                                     |  |  |  |  |  |
| <b>Do you plan on applying for a Schools College Course? If so, which course?</b>   |  |  |  |  |  |
|                                                                                     |  |  |  |  |  |

**Next Steps? (Recommended by Guidance Teacher)**

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**PARENTS' EVENING FEEDBACK - Did attend YES or NO?**

**Parent/Carer Feedback:**

**Date:**

**SECTION 4:  
SKILLS DEVELOPMENT SCOTLAND (SDS)**

**Career Adviser Comments:**

**Actions for pupil following interview:**

# S4

## SECTION 1: PLANNING

**What are you planning to do when you leave school - college, university, employment or apprenticeship?**

**Which industry or subject area do you intend to work in or study?**

**What qualifications do you need to progress on to your next step? These are available on the university or college websites.**

**Please list the skills and qualities you think you will need to progress on to your chosen path?**

**Do you have a part-time job? Please identify where and your role.**

**Do you volunteer outwith school? Please identify where and your role.**

**What activities, clubs or pastimes are you involved in outside of school? Please identify your role.**

| SECTION 2:<br>S4 TMR 1 REVIEW/KEY ADULT CONVERSATION SHEET                                                                         |  |
|------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Parent/Carer Feedback:</b><br><br><br><br><br><br><br><br><br><br><b>Date:</b>                                                  |  |
| <b>Pupil Feedback:</b><br><br><br><br><br><br><br><br><br><br><b>Date:</b>                                                         |  |
| <b>Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable</b><br><br><br><br><br><br><br><br><br><br> |  |
| S4 TMR UPDATE REVIEW                                                                                                               |  |
| <b>Parent/Carer Feedback:</b><br><br><br><br><br><br><br><br><br><br><b>Date:</b>                                                  |  |
| <b>Pupil Feedback:</b><br><br><br><br><br><br><br><br><br><br><b>Date:</b>                                                         |  |
| <b>Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable</b><br><br><br><br><br><br><br><br><br><br> |  |

**S4 TMR 2 REVIEW/KEY ADULT CONVERSATION SHEET**
**Parent/Carer Feedback:**
**Date:**
**Pupil Feedback:**
**Date:**
**Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable**
**PARENTS' EVENING FEEDBACK - Did attend YES or NO?**
**Parent/Carer Feedback:**
**Date:**
**SECTION 3: SKILLS DEVELOPMENT SCOTLAND (SDS)**
**Career Adviser Comments:**
**Actions for pupil following interview:**


Date:

**SECTION 4:  
S4 PRELIM ANALYSIS**

| Subject | Level | Prelim Result % | Prelim Result - Grade | Target Grade |
|---------|-------|-----------------|-----------------------|--------------|
|         |       |                 |                       |              |
|         |       |                 |                       |              |
|         |       |                 |                       |              |
|         |       |                 |                       |              |
|         |       |                 |                       |              |
|         |       |                 |                       |              |

**1. Do you feel you did enough revision?**

**2. How many hours per week on average did you study?**

**3. Did you find any particular study techniques that worked for you?**

**4. Did you attend any study clubs? Please specify which one(s).**

**5. Did you have any other commitments that you feel impacted on your revision?**

**6. Do you have any comments/thoughts/plans of how your revision could be improved for**



**future exams? What are you needing to now do/change to ensure you achieve your target grade?**

| SECTION 5: S5 OPTIONS                                                                   |  |  |  |  |
|-----------------------------------------------------------------------------------------|--|--|--|--|
| What courses with levels have you been studying in S4 in addition to Maths and English? |  |  |  |  |
|                                                                                         |  |  |  |  |
| What 5 courses do you plan on taking in S5? At what levels?                             |  |  |  |  |
|                                                                                         |  |  |  |  |
| Do you plan on applying for a Schools College Course? If so, which course?              |  |  |  |  |
|                                                                                         |  |  |  |  |
| Next Steps? (Recommended by Guidance Teacher)                                           |  |  |  |  |
|                                                                                         |  |  |  |  |

| SECTION 6:<br>S4 FINAL EXAM ANALYSIS                 |       |                        |                      |
|------------------------------------------------------|-------|------------------------|----------------------|
| Subject                                              | Level | What was Target Grade? | Final Result - Grade |
|                                                      |       |                        |                      |
|                                                      |       |                        |                      |
|                                                      |       |                        |                      |
|                                                      |       |                        |                      |
|                                                      |       |                        |                      |
|                                                      |       |                        |                      |
|                                                      |       |                        |                      |
|                                                      |       |                        |                      |
| 1. Do you feel you did enough revision?              |       |                        |                      |
| 2. How many hours per week on average did you study? |       |                        |                      |

**3. Did you find any particular study techniques that worked for you?**

**4. Did you attend any study clubs? Please specify which one(s).**

**5. Did you have any other commitments that you feel impacted on your revision?**

**6. Do you have any comments/thoughts/plans of how your revision could be improved for future exams? What are you needing to now do/change to ensure you achieve your target grade?**

| <b>S5</b>                                                                                                                           |  |
|-------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>SECTION 1: PLANNING</b>                                                                                                          |  |
| <b>What are you planning to do when you leave school - college, university, employment or apprenticeship?</b>                       |  |
| <b>Which industry or subject area do you intend to work in or study?</b>                                                            |  |
| <b>What qualifications do you need to progress on to your next step? These are available on the university or college websites.</b> |  |
| <b>Please list the skills and qualities you think you will need to progress on to your chosen path?</b>                             |  |
| <b>Do you have a part-time job? Please identify where and your role.</b>                                                            |  |
| <b>Do you volunteer outwith school? Please identify where and your role.</b>                                                        |  |
| <b>What activities, clubs or pastimes are you involved in outside of school? Please identify your role.</b>                         |  |

**SECTION 2:**  
**S5 TMR 1 REVIEW/KEY ADULT CONVERSATION SHEET**

**Parent/Carer Feedback:**

**Date:**

**Pupil Feedback:**

**Date:**

**Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable**

**S5 TMR UPDATE REVIEW**

**Parent/Carer Feedback:**

**Date:**

**Pupil Feedback:**

**Date:**

**Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable**

**S5 TMR 2 REVIEW/KEY ADULT CONVERSATION SHEET**

**Parent/Carer Feedback:**

**Date:**

**Pupil Feedback:**

**Date:**

**Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable**

**PARENTS' EVENING FEEDBACK - Did attend YES or NO?**

**Parent/Carer Feedback:**

**Date:**

**SECTION 3:  
S5 SKILLS DEVELOPMENT SCOTLAND (SDS)**

**Career Adviser Comments:**



**Actions for pupil following interview:**

Date:

| SECTION 4:<br>S5 PRELIM ANALYSIS                                                                                                                                                   |       |                 |                       |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------|-----------------------|--------------|
| Subject                                                                                                                                                                            | Level | Prelim Result % | Prelim Result - Grade | Target Grade |
|                                                                                                                                                                                    |       |                 |                       |              |
|                                                                                                                                                                                    |       |                 |                       |              |
|                                                                                                                                                                                    |       |                 |                       |              |
|                                                                                                                                                                                    |       |                 |                       |              |
|                                                                                                                                                                                    |       |                 |                       |              |
| 1. Do you feel you did enough revision?                                                                                                                                            |       |                 |                       |              |
| 2. How many hours per week on average did you study?                                                                                                                               |       |                 |                       |              |
| 3. Did you find any particular study techniques that worked for you?                                                                                                               |       |                 |                       |              |
| 4. Did you attend any study clubs? Please specify which one(s).                                                                                                                    |       |                 |                       |              |
| 5. Did you have any other commitments that you feel impacted on your revision?                                                                                                     |       |                 |                       |              |
| 6. Do you have any comments/thoughts/plans of how your revision could be improved for future exams? What are you needing to now do/change to ensure you achieve your target grade? |       |                 |                       |              |

| SECTION 5:<br>S5 into S6 OPTIONS                                           |  |  |  |  |
|----------------------------------------------------------------------------|--|--|--|--|
| What courses with levels have you been studying in S5?                     |  |  |  |  |
|                                                                            |  |  |  |  |
| What 5 courses do you plan on taking in S6? At what levels?                |  |  |  |  |
|                                                                            |  |  |  |  |
| Do you plan on applying for a Schools College Course? If so, which course? |  |  |  |  |
|                                                                            |  |  |  |  |
| Next Steps? (Recommended by Guidance Teacher)                              |  |  |  |  |
|                                                                            |  |  |  |  |

| SECTION 6:<br>S5 FINAL EXAM ANALYSIS                                 |       |                        |                      |
|----------------------------------------------------------------------|-------|------------------------|----------------------|
| Subject                                                              | Level | What was Target Grade? | Final Result - Grade |
|                                                                      |       |                        |                      |
|                                                                      |       |                        |                      |
|                                                                      |       |                        |                      |
|                                                                      |       |                        |                      |
|                                                                      |       |                        |                      |
| 1. Do you feel you did enough revision?                              |       |                        |                      |
| 2. How many hours per week on average did you study?                 |       |                        |                      |
| 3. Did you find any particular study techniques that worked for you? |       |                        |                      |

**4. Did you attend any study clubs? Please specify which one(s).**

**5. Did you have any other commitments that you feel impacted on your revision?**

**6. Do you have any comments/thoughts/plans of how your revision could be improved for future exams? What are you needing to now do/change to ensure you achieve your target grade?**

| S6                                                                                                                           |  |
|------------------------------------------------------------------------------------------------------------------------------|--|
| SECTION 1: PLANNING                                                                                                          |  |
| What are you planning to do when you leave school - college, university, employment or apprenticeship?                       |  |
| Which industry or subject area do you intend to work in or study?                                                            |  |
| What qualifications do you need to progress on to your next step? These are available on the university or college websites. |  |
| Please list the skills and qualities you think you will need to progress on to your chosen path?                             |  |
| Do you have a part-time job? Please identify where and your role.                                                            |  |
| Do you volunteer outwith school? Please identify where and your role.                                                        |  |
| What activities, clubs or pastimes are you involved in outside of school? Please identify your role.                         |  |

**SECTION 2:**  
**S6 TMR 1 REVIEW/KEY ADULT CONVERSATION SHEET**

**Parent/Carer Feedback:**

**Date:**

**Pupil Feedback:**

**Date:**

**Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable**

**S6 TMR UPDATE REVIEW**

**Parent/Carer Feedback:**

**Date:**

**Pupil Feedback:**

**Date:**

**Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable**

|                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                    |
| <b>S6 TMR 2 REVIEW/KEY ADULT CONVERSATION SHEET</b>                                                                                |
| <b>Parent/Carer Feedback:</b><br><br><br><br><br><br><br><br><br><br><b>Date:</b>                                                  |
| <b>Pupil Feedback:</b><br><br><br><br><br><br><br><br><br><br><b>Date:</b>                                                         |
| <b>Guidance Teacher - Recommended next steps from Key Adult Conversation if applicable</b><br><br><br><br><br><br><br><br><br><br> |
| <b>PARENTS' EVENING FEEDBACK - Did attend YES or NO?</b>                                                                           |
| <b>Parent/Carer Feedback:</b><br><br><br><br><br><br><br><br><br><br><b>Date:</b>                                                  |

|                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------|
| <b>SECTION 3:</b><br><b>SKILLS DEVELOPMENT SCOTLAND (SDS) S6</b>                                                     |
| <b>Career Adviser Comments:</b><br><br><br><br><br><br><br><br><br><br><b>Actions for pupil following interview:</b> |

Date:

**SECTION 4:  
S6 PRELIM ANALYSIS**

| Subject | Level | Prelim Result % | Prelim Result - Grade | Target Grade |
|---------|-------|-----------------|-----------------------|--------------|
|         |       |                 |                       |              |
|         |       |                 |                       |              |
|         |       |                 |                       |              |
|         |       |                 |                       |              |
|         |       |                 |                       |              |

1. Do you feel you did enough revision?

2. How many hours per week on average did you study?

3. Did you find any particular study techniques that worked for you?

4. Did you attend any study clubs? Please specify which one(s).

5. Did you have any other commitments that you feel impacted on your revision?

6. Do you have any comments/thoughts/plans of how your revision could be improved for future exams? What are you needing to now do/change to ensure you achieve your target grade?