

## Progress & Attendance Keys for Transparent Classroom

### Progress

**Planned** 已計劃 (black flag for you; blue flag for other teachers in your class)

**Introduced** 已示範 (the presentation has been given to the child)

**Practising** 練習中 (the child has repeated the activity at another time - regardless of how successful they are with the activity)

**Consolidating** 鞏固中 (the child is showing notable progress and beginning to consolidate the concepts/skills related to the activity)

**Excelling** 精進中 (the child has reached a mastery of this activity for this level and is moving onward and upward)

\* Behaviour will be added later, maybe as a skills table

### Attendance

#### **Present (P)**

**Absent (A)** (make a note if you know why e.g. illness, vacation, etc., and any related details of the illness, length of vacation, etc.)

**School Closure (C)** (in case of weather or medical closure for your class/ level/ school; if the child attends part of the day, also mark Present & Late/Early Dismissal)

**Excused Absence (E)** (attending an academic interview for secondary school or similar; if the child attends part of the day, also mark Present & Late/Early Dismissal)

**Late (L)** (please also mark Present)

**Early Dismissal (D)** (please also mark Present)

\* Absent, Early Dismissal, & Late will show on Term reports, other categories will not