**MINISTRY OF EDUCATION**

**STATE DEPARTMENT OF EARLY LEARNING AND BASIC EDUCATION**

**SCHOOL YEAR REPORT FOR EARLY YEARS EDUCATION**

**INTRODUCTION**

This is an annual report giving an account of learner’s progress in achievement of competences, values, participation in community service learning and awareness of Pertinent and Contemporary Issues (PCIs). The report is issued by the school to every learner at the end of each grade to inform the learner and parents /guardians on learning progress as well as areas to improve on. The report should contain both qualitative and quantitative feedback.

**COMPONENTS OF A SCHOOL YEAR REPORT**

A school year report consists of the following components;

1. General information on the learner which includes; year, learner’s date of birth, gender, learner grade and NEMIS number
2. Attendance
3. Learner’s performance level in various learning areas.
4. Learner’s conduct and behaviour
5. Learner’s achievement of core competencies and core values
6. Evidence of learner’s participation in community service learning program(s).
7. Validation by the school.

**INSTRUCTIONS AND GUIDELINES FOR FILLING THE SCHOOL YEAR REPORT**

1. Read all the instructions before filling this school year report
2. Provide accurate information
3. Fill all the sections of school year report as per the guidelines
4. After filling discuss the content of this school year report with the learner’s parent/guardian**.**

**GUIDELINES**

1. **GENERAL INFORMATION**

**This section contains the following:**

**Year:** The calendar year for which the report is made.

**Learner’s name:**

**Learner’s date of birth:** The learner’s date, month and year of birth.

**Gender:** Male, female or transgender

**Learner’s grade:** The grade for which the report is made.

**UPI Number:** The Unique Personal Identifier (NEMIS) number.

1. **ATTENDANCE**

Indicate:

* the number of days the learner was present in each term
* the number of days the learner was absent in each term
* the total number of school days in that particular term
1. **LEARNER’S PERFORMANCE LEVELS**

*Exceeding Expectation (Performance level 4):* The learner’s performance is well above the expected standard at the time of reporting.

*Meeting Expectation (Performance level 3):* The learner’s performance is at the expected standard at the time of reporting.

*Approaching Expectation (Performance level 2):* The learner’s performance is on track towards the expected standard with the suggested support.

*Below Expectation (Performance level 1):* The learner’s performance is below the expected standard and needs the suggested remedial support.

**Note, 1 to 4 does not represent scores and hence should not be used to rank learner’s performance.**

**Teacher’s statement on the learner’s performance:**For each strand describe what was done well, improvement needed and how the improvement can be achieved.

1. **LEARNER’S CONDUCT AND BEHAVIOUR**

**Classroom conduct:** Remarks ongeneral conduct of the learner with regard to learning experiences, general conduct and their performance.

**Work completion:** Remarks on the learner’s ability to complete tasks and self-drive.

**Working with others:** Remarks on the learner’s ability to interact with others in and out of the class.

1. **CORE COMPETENCIES AND CORE VALUES**

A description of learner’s achievement of core competencies, acquisition of core values during the year, improvement needed and how the improvement can be achieved.

1. **EVIDENCE OF PARTICIPATION IN COMMUNITY SERVICE LEARNING PROGRAMME(S)**

Indicate any community service learning programme(s) the learner has participated in during the year, what was done well, improvement needed and how the improvement can be achieved.

1. **PERTINENT AND CONTEMPORARY ISSUES (PCIS)**

A description of learner’s awareness of Pertinent and Contemporary Issues (PCIs) such as health related issues, life skills and values issues, and social economic issues.

1. **VALIDATION**

The School Year Report should be signed by the class teacher, head teacher and parent/guardian. The headteacher to stamp the document using the official school rubber stamp.

**MINISTRY OF EDUCATION**

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**SCHOOL YEAR REPORT FOR MIDDLE YEARS EDUCATION**

1. **GENERAL INFORMATION**
2. **Learner’s details**

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| --- | --- |
| **YEAR** |  |
| **LEARNER’S NAME** |  |
| **DATE OF BIRTH** |  |
| **GENDER** |  |
| **GRADE** |  |
| **NEMIS NUMBER** |  |

1. **School attendance details**

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| --- | --- | --- | --- |
| **TERM** | **1** | **2** | **3** |
| **NO. OF SCHOOL DAYS**  |  |  |  |
| **DAYS PRESENT** |  |  |  |
| **DAYS ABSENT** |  |  |  |

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| The table below should guide the teacher in filling the performance rating column. |
| **Performance Level** |
| **Exceeding Expectation** | **4** |
| **Meeting Expectation** | **3** |
| **Approaching Expectation** | **2** |
| **Below Expectation** | **1** |

1. **LEARNER’S ACHIEVEMENT**
2. **Achievement in learning areas**

| **LEARNING AREAS** | **Strands** | **Performance Level** | **Teacher’s Statement on Learner’s Performance** |
| --- | --- | --- | --- |
| **Mathematics** |  |  |  |
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| **English** |  |  |  |
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| **Kiswahili** |  |  |  |
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| **Science and Technology** |  |  |  |
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| **Social Studies** |  |  |  |
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| **Home Science** |  |  |  |
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| **Christian Religious Education** |  |  |  |
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| **Hindu Religious Education** |  |  |  |
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| **Islamic Religious Education** |  |  |  |
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| **Agriculture** | **Conserving our environment** |  |  |
| **Domestic animals** |  |  |
| **Gardening practices** |  |  |
| **Creative Arts** |  |  |  |
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| **Physical and Health Education** |  |  |  |
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1. **Achievement in Core Competencies**

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| --- | --- | --- |
| **Core Competencies** | **Performance Level** | **Teacher’s Comments** |
| Communication and Collaboration |  |  |
| Critical Thinking and Problem Solving |  |  |
| Imagination and Creativity |  |  |
| Citizenship |  |  |
| Digital Literacy |  |  |
| Learning to Learn |  |  |
| Self-Efficacy |  |  |

1. **Learner’s Conduct and Behaviour**

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| --- | --- |
| **Conduct and Behaviour** | **Teacher’s Observations** |
| Classroom conduct*(time management, listening, following instructions, participation, observing safety or any other)* |  |
| Work completion *(meeting deadlines, neatness, legibility or any other*) |  |
| Working with others *(cooperation, respect, communication, empathy or any other)* |  |

1. **Class Teacher’s Feedback on Learner’s Acquisition of Core-Values**

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| --- | --- |
| **Core values** | **Teacher’s observation** |
| Love |  |
| Responsibility |  |
| Respect |  |
| Unity |  |
| Peace |  |
| Patriotism |  |
| Social Justice |  |
| Integrity |  |

1. **Class Teacher’s Feedback on learner’s participation in Community Service Learning Program**

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| 1. **Class Teacher’s Comment on Learner’s Awareness of Pertinent and Contemporary Issues (PCIs)**

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| 1. **Validation**

**Class Teacher’s Details** |
| Name: |  | Sign: |  | Date: |  |
| **Head Teacher’s Details** |
| Name: |  | Sign: |  | Date & Stamp: |  |
| **Parents/Guardian Details** |
| Name: |  | Sign: |  | Date: |  |

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