

Progress Reports

A training course suitable for new users of GO 4 Schools Progress reports or those wanting to extend the use of reports to enhance and promote home engagement.

Build your confidence and understanding in using reports to build a picture of students' progress over time and to collect student key information.



Course Details:

The Progress Reports course will cover the creation of a wide range of reports and reviewing the outputs effectively to support students' progress. Effective reporting can provide useful information for staff when tracking progress, fulfil statutory requirements to report progress, and promote pupil and parental engagement. Supporting teacher workload, and allowing reports to be easily completed and issued with the click of a button.

The course also will cover a range of applications for our Progress report module for capturing key information about your students such as UCAS reports, SEN reviews, pastoral reports and 6th form reporting.

Key aspects covered:

- Creating reports
- Using report attributes
- Using comment banks
- Creating snapshots
- Using report outputs to enhance student/subject explorers
- Tracking student/parent engagement

As part of the Data Manager training we offer each delegate a one to one call with their consultant or the trainer if they would like to follow up on their school set-up in light of what has been covered in the training. This will typically be for 30 to 40 minutes on the same day or very shortly afterwards.

DATES AND TIMES

- **3rd February 2027** **10:00—12:30 (1 x 2.5 hour online training session)**

COSTS AND BOOKING DETAILS

First delegate: £150 All prices are subject to VAT.

Discounts will be applied when booking multiple courses or having multiple delegates on the same course. Places are limited to a maximum of two delegates per school. Please complete the booking form to secure your place.

The course is also available to book exclusively for your school if you would like multiple staff to access the training. Contact us for details on pricing.

GO 4 SCHOOLS TRAINING EVENTS

Our training events are developed with the ethos of 'Working together' — sharing knowledge and confidence in school data to ensure a 'best practice' approach and maximum value.

Current training offers include:

- End and start of academic year set up for Data managers
- Induction for new Data managers or those new to managing GO 4 Schools.
- Set up and use of markbooks
- Analysing data for Data manager, senior leadership and data teams
- Effective use of Behaviour and attendance modules
- Post-16 data analysis

See our website for more details: [Engage - GO 4 Schools](#)

Maximise your training:

All courses will be delivered using Microsoft Teams, we recommend that you use the App to access the training as the online version has some reduced functionality that may hinder the visibility of some aspects of the training session.

All delegates will require at least a laptop with a microphone and camera, if possible we suggest access to two screens so you can follow the training and also access GO 4 Schools during the training.

The course is also available to book exclusively for your school and is suitable for all levels of leadership.

Delegates will need to have **Report Manager** access in your GO 4 Schools system.



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