**Quarterly Arabic Report**

Assalamu Alaykum,

This is a Quarterly Report that is filled in by the teacher and sent to the parents by the beginning of January, April, July and October. Our aim is to keep the parents updated with what their children are learning and achieving. In addition to setting a plan for the coming three months.

**Best Wishes,**

**Quality Control Team**

Write the student’s FULL name. Make sure you write the student’s full name correctly according to what was sent to you in Support’s email.

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|  | Student Name |
| Beginners book for the Arabic Language | **Book Name** |

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| Grade | A | B | C | D | E |
| Achievement | Excellent | Very Good | Good | Average | Weak |

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| Comments | Grade | Academics |
| Mention the letters which the student has studied. If there is a problem with a specific letter, please mention it and explain how you are working to fix it. | You will just mention A B C D E | Pronouncing the Arabic letters properly from the correct articulation points |
| Mention the letters which the student can write correctly. If there is a problem with a specific letter, please mention it and explain how you are working to fix it. | You will just mention A B C D E | Writing the Arabic letters properly in its different forms |
| Comment on how the student reads the words. If he/she reads them slowly or fluently. If he/she is struggling to read the words, how are you working on that? | You will just mention A B C D E | Reading the Arabic vocabulary given as an example for each letter |
| Mention the methods you are using to make the student practice writing the words properly. Example: the student writes on a board which is shared with you or writes on a piece of paper and show that to you, etc | You will just mention A B C D E | Writing the Arabic vocabulary of each lesson |
|  |  | The letters the student finished |

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| Assessment and Examinations | Comment |
| The student took an evaluation before | Yes/No |
| If yes, did he pass or not? | If the student did not pass, you can say that (student name) is still practicing and you are working on his/her mistakes. |

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| Attendance | Comment |
| The student attends the classes regularly and on time | Comment on student’s attendance, and if he is always on time. You can ask parent politely to encourage him/her to be on time and attend classes regularly, mentioning how this will make difference in his/her progress. |
| The student is attentive during the lesson | Comment on how the student is attentive during the class. If he/she always loses attention, how you are working on that. If you want to suggest something which will make him/her more attentive during the class you can ask the parent politely. Give an example of some methods you have applied to make the student more attentive and enjoy the class. |

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| Homework | Comment |
| The student reads and writes the letters and words | Does your student do the homework? Does he/she reads the words and practice writing the letters and words during the week? Does he/she revises the meaning of the words? |
| Regular practice and its effect on student’s performance | Always use motivating words.  If the student practices regularly, thank the parent for encouraging the child to practice. Mention that this has helped in the progress of the student.  If the student does not practice, ask the parent politely to encourage their child to practice by stating that regular practice will make a difference. |

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| Plan | Comment |
| For the next three months | Give an approximate plan for the next 3 months. This shows that you are organised and you are working towards a target. |
| Expected time for finishing this level | When do you expect to finish the book? Don’t write the expected hours. For example, you can write: (in two months, within two weeks …etc.). |

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| General Comments and Concerns |
| Comment on the student’s progress in general. Encourage the student and mention that there is a progress. Mention that you are happy with this progress. What have you done to help the student achieve this progress? Give an example, like you keep repeating the lesson to make sure the student masters it, you always revise the old lessons to ensure the student remembers how to read and write the words, and knows the meaning of the words as well. Mention if you do some activities to make the class interesting and the lessons easier to read and understand, etc.  Can the student achieve more if he/she attends regularly / is more attentive in class / practices at home? |