**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 |
| Al-Asasee - Kunooz part 1/2/3/4/5/6 | **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 if the student reads all letters correctly. If there is a problem in specific letters, you need to mention that. | You will just mention A B C D E | Pronouncing the Arabic letters properly from the correct articulation points |
| Give examples in this regard like the words about family, greeting, school and so on. | You will just mention A B C D E | Reading, understanding the meaning and writing the Arabic vocabulary of each lesson properly |
| Mention the ability of the student in speaking and composing understandable Arabic sentences. | You will just mention A B C D E | Using the Arabic vocabulary of each lesson in speaking |
| Mention whether the student composes sentence from 2,3,4 words or more with a correct arrangement. | You will just mention A B C D E | The ability to write sentences correctly |
| Write down the grammar lessons in Arabic. | You will just mention A B C D E | The grammar lessons which the student has studied |
| Write down the unit in English like school, family and so on and general comment about his/ her points of strength and points of weakness. | You will just mention A B C D E | The units’ title which the student has finished and his /her general performance in these units |

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| Assessment and Examinations | Comment |
| The student took an evaluation before | Yes/No |
| If yes, did he pass or not? | If 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 listens and reads the units of each lesson regularly | 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. Listening to the videos has a great effect on the fluency.  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 organized and you are working towards a target. |
| Expected time for finishing this unit | 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 all the rules, 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? |