

Termly Communication Report

A one-term summary, built from the running log

Teacher

Subject

Classes

Term

From

To

Contacts by type

Type of contact	Cases	Students	Guardians	Closed	Open

Suggested types: academic follow-up, behaviour, attendance, praise and recognition, general admin.

Recurring themes

What worked, and what needs to change

Plan for next term

Teacher signature

Seen by principal

Date