



Family and Relationships

Report: reviewing a family learning evening

1. Lead-in discussion

Talk with a partner before you write.

1. How can schools involve parents or carers in learning?
2. What activities help families communicate better about school?
3. What might make a family event difficult for some students to attend?

Exercise 6 at a glance

Write a formal or semi-formal report.
Use a clear title and subheadings.
Cover the task fully.
Develop ideas with details and examples.
Make practical recommendations.

2. Exam-style task

Your headteacher has asked for a report about a family learning evening held at your school. Write a report for the headteacher about the evening.

In your report, you should describe what families found useful, mention any difficulties with the event, and suggest how future family events could be improved.

Here are some comments from students to help you:

'The revision advice was really practical.'

'The workshop helped us discuss routines calmly.'

'Some parents arrived too late.'

Write about 120 to 160 words.

3. Model report

Report on the Family Learning Evening

Introduction

This report summarises feedback on the family learning evening held at school last month. It describes what families found useful, mentions difficulties with the event and suggests improvements for future evenings.

What families found useful

The revision advice session was valued by many parents because it gave clear examples of how students can be supported at home. Families also appreciated the short workshop on communication, where students and parents discussed homework routines and screen time in a calm way.

Difficulties

The main difficulty was the timing of the event. Several parents were unable to arrive before 5 p.m. because of work, so they missed the first session. Some families also felt unsure about which rooms to visit, as the signs near reception were not visible enough.

Recommendations

It is suggested that future events start slightly later and that the most important sessions be repeated. It would also be useful to provide a simple map so families can move around the school more confidently.

4. Explore the model: structure, content and register

Work with the model report. Underline, label or make short notes.

Focus	What to find	Done?
Report structure	Find the title, introduction, main sections and recommendations.	
Content point 1	Where does the writer show what made the evening useful for families?	
Content point 2	Where does the writer develop a point about home support or communication?	
Content point 3	Where does the writer explain a difficulty affecting attendance or movement?	
Audience and register	Where does the writer suggest changes that would make the event easier to attend?	
Development	Find one extra detail, example or effect that improves the answer.	

5. Language from the task prompts

The task prompts can guide your grammar and content choices. Notice which language each prompt naturally needs.

Prompt	Useful grammar	Why it fits	Example from the model
useful activities	passive feedback language + because clauses	You are explaining what was helpful and why.	was valued by many parents because...
difficulties	unable to + cause language	You need to explain barriers clearly.	were unable to arrive... because of...
future improvements	passive suggestions + infinitives	You are making polite recommendations for the school.	It is suggested that... / to provide...

6. Make it formal and organised

Notice how report phrases organise the response. Underline one useful report move for each purpose.

Job	Useful report phrases
state the purpose	This report summarises... / describes... / suggests improvements...
explain usefulness	was valued by... because... / also appreciated...
identify difficulties	The main difficulty was... / Some families also felt...
make practical suggestions	It is suggested that... / It would also be useful to...

7. Vocabulary and useful report phrases

Use chunks that sound natural for this task. You can also upgrade your writing with precise words and phrases.

Purpose	Useful chunks / language	Add your own
describe the event	family learning evening / revision advice session short workshop / communication	
describe usefulness	clear examples / supported at home homework routines / screen time	
describe difficulties	timing of the event / unable to arrive missed the first session / signs near reception	
make recommendations	start slightly later / sessions be repeated provide a simple map	
use precise report wording	families / future evenings / attendance communication / confidently	

8. Plan your own report

Use the same task, or change the details to another school event for parents, carers or families.

Prompt	My idea	Useful language
opening		
what families found useful		
difficulties		
recommendations		

