

BOOST LEARNING ACADEMY

Premium Academic Support | Online Tutoring

Tutor Report Writing Guide

Demo Lesson Feedback Report · Monthly Progress Report

Report Writing Standards

- Write formally and parent-facing. Avoid casual or vague language.
- Be specific — refer to exactly what was observed during the lesson.
- Balance strengths with areas for improvement in every report.
- Do not guarantee specific marks or academic outcomes.
- Use subject-specific terms, but keep explanations clear and accessible.

TEMPLATE 1 — DEMO LESSON FEEDBACK REPORT

A demo lesson feedback report is written after a learner completes a demo/assessment lesson. It summarises what was observed, identifies strengths and learning gaps, and recommends an appropriate support plan.

Student Information

Student Name	<i>[Insert Name]</i>	Grade	<i>[Insert Grade]</i>
Subject	<i>[Insert Subject]</i>	Curriculum	<i>[CAPS / IEB / Cambridge / Other]</i>
Date of Demo	<i>[Insert Date]</i>	Lesson Time	<i>[Insert Time]</i>
Tutor	<i>[Insert Tutor Name]</i>		

1. Purpose of the Demo Lesson

The demo lesson was used to assess the learner's current understanding of [insert subject/topic], identify key strengths and learning gaps, and determine the most suitable academic support plan.

The learner was assessed through [baseline questions / topic-based questions / exam-style questions / oral questioning].

2. Short-Term and Long-Term Academic Goals

Short-Term Goal

[State the immediate focus areas — e.g. foundational skills, upcoming assessment topics, confidence building.]

Long-Term Goal

[State the broader academic aim — e.g. consistent improvement, exam readiness, stronger problem-solving skills.]

3. Current Level and Learning Gaps

Based on the demo lesson, the learner shows [basic / developing / satisfactory / strong] understanding of the content assessed.

Strengths Observed

- **Strength 1:** *[Describe clearly — e.g. The learner accurately substitutes values into a given formula.]*
- **Strength 2:** *[Describe clearly.]*
- **Strength 3:** *[Describe clearly.]*

Learning Gaps Identified

- **Gap 1:** *[Describe specifically — e.g. The learner struggles to rearrange equations independently.]*
- **Gap 2:** *[Describe specifically.]*
- **Gap 3:** *[Describe specifically.]*

4. Participation and Learning Behaviour

During the demo lesson, the learner was [engaged / attentive / hesitant at first / confident / willing to participate].

They responded well to [step-by-step explanations / guided practice / visual examples / exam-style questions].

Consider commenting on: confidence, willingness to ask questions, responsiveness to correction, ability to follow explanations, pace of work, independence, and focus.

5. Assessment or Baseline Performance

[Describe what was completed during the session and comment on performance. If estimating a level, state clearly that this is an informal observation only.]

6. Recommended Lesson Frequency

Recommended Frequency: *[1 lesson per week / 2 lessons per week / 3 lessons per week / Intensive revision]*

[Provide a brief reason — e.g. Two lessons per week are recommended to address foundational gaps and allow time for guided practice before upcoming assessments.]

7. Proposed Learning Plan

The following plan is recommended for the next [insert number] weeks. Adjust topics according to the learner's grade, curriculum, and assessment dates.

Week	Focus Area	Lesson Objectives
Week 1	<i>[Insert Topic]</i>	<i>[Insert lesson objective]</i>

Week	Focus Area	Lesson Objectives
Week 2	<i>[Insert Topic]</i>	<i>[Insert lesson objective]</i>
Week 3	<i>[Insert Topic]</i>	<i>[Insert lesson objective]</i>
Week 4	<i>[Insert Topic]</i>	<i>[Insert lesson objective]</i>
Week 5	<i>[Insert Topic]</i>	<i>[Insert lesson objective]</i>
Week 6	<i>[Insert Topic]</i>	<i>[Insert lesson objective]</i>
Week 7	<i>[Insert Topic]</i>	<i>[Insert lesson objective]</i>
Week 8	<i>[Insert Topic]</i>	<i>[Insert lesson objective]</i>

8. Additional Notes

[Include any other relevant observations — e.g. potential noticed, parent concerns addressed, context affecting the learner's performance.]

9. Tutor Recommendation

Lesson Frequency	<i>[Insert]</i>	Support Type	<i>[Group / 1-on-1 / Exam Prep / Intensive]</i>
Primary Focus Areas	<i>[Insert]</i>	Additional Notes	<i>[Insert]</i>

TEMPLATE 2 — MONTHLY PROGRESS REPORT

Monthly progress reports are required for one-on-one (private package) learners only. Tutors must submit reports to management by the 28th of each month.

Student Information

Student Name	<i>[Insert Name]</i>	Grade	<i>[Insert Grade]</i>
Subject	<i>[Insert Subject]</i>	Curriculum	<i>[CAPS / IEB / Cambridge / Other]</i>
Tutor	<i>[Insert Tutor Name]</i>	Reporting Period	<i>[Insert Month & Year]</i>
Lesson Type	<i>One-on-One / Private Package</i>		

1. Overview of the Reporting Period

During *[insert month]*, the learner focused on the following topics:

- *[Topic 1]*
- *[Topic 2]*
- *[Topic 3]*

- [Topic 4]

Overall, the learner has shown [steady progress / improved confidence / developing understanding / some improvement but continued support is needed].

2. Strengths and Demonstrated Understanding

- **Strength 1:** [Describe clearly — e.g. The learner consistently applies the correct method to structured questions.]
- **Strength 2:** [Describe clearly.]
- **Strength 3:** [Describe clearly.]

3. Learning Behaviour and Study Habits

The learner has shown [positive / developing / inconsistent / strong] learning behaviour during this reporting period.

[Comment on participation, willingness to attempt questions, homework completion, confidence, independence, focus, and response to correction.]

4. Areas Requiring Ongoing Support

- **Area 1:** [Describe specifically — e.g. The learner struggles to identify the correct starting point in multi-step questions.]
- **Area 2:** [Describe specifically.]
- **Area 3:** [Describe specifically.]

5. Assessment Results or Performance Indicators

Assessment / Activity	[Insert]	Result / Observation	[Insert mark or comment]
Tutor Comment	[Insert interpretation]		

If no formal assessment was completed:
Progress was monitored through lesson participation, guided practice, homework review, and independent attempts during lessons.

6. Recommendations for Continued Progress

- Continue attending lessons consistently.
- Complete all assigned homework and practice tasks.
- Revise class notes regularly and practise exam-style questions weekly.
- [Insert any additional learner-specific recommendation.]

7. Focus Areas for the Next Month

- [Focus Area 1]
- [Focus Area 2]
- [Focus Area 3]
- [Focus Area 4]

8. Overall Progress

Overall, the learner has shown [steady / significant / gradual / limited but developing] progress during this reporting period.

[Write 2–3 sentences summarising the learner's overall development, highlighting what is improving and what still needs consistent work.]

9. Tutor Comment

[Include a brief, encouraging closing note. Reference consistent effort, next steps, and continued support.]

Quick Reference Phrases for Tutors

Strengths	Learning Gaps
Strengths	Learning Gaps & Recommendations
The learner demonstrates a good understanding of...	The learner requires further support with...
The learner is able to apply...	The learner struggles when questions involve...
The learner responds well to...	The learner needs more practice with...
The learner shows confidence when...	The learner is still developing confidence in...
The learner has improved in...	The learner sometimes loses marks due to...
The learner is developing stronger skills in...	The learner would benefit from additional revision of...