

Preparing a Portfolio

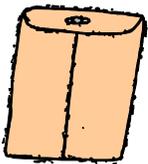
Presentation



The portfolio is a great way to nurture **positive self-esteem** in children and it can **proudly** be shown to friends, relatives, neighbours, etc.

If you have an agreement with your school board, the portfolio may also be presented for the required evaluation at the end of the school year. For more information on this topic, visit the ACPEQ website at www.acpeq.org :

- ⇒ Presentation of a Portfolio by the Child (under “Evaluation”);
- ⇒ What the Law Says... and What It Doesn't! (under “Legal Aspect”).



Putting a Portfolio Together

Setting up a portfolio may be very challenging for families using a **unit study approach**. How do we go about gathering all the necessary information? This is

the reason why the model proposed below is based on this educational approach. The suggestions are nonetheless applicable for those who use a more **structured curriculum**, particularly for sample pages 1,2,3,6,7,8 and the following. Moreover, some families who opt for unit studies also include **character development** in relation to the topic being studied.

Remember that the following model for the portfolio was created only to inspire you, and that there are a multitude of other presentations possible. Spice it up with your own original touch!

What Form Should a Portfolio Take?

You may use a simple soft-cover binder with some sheet protectors (usually twenty are enough), a duo-tang or a hardcover ring binder. It is preferable for each child to have his/her **own portfolio** in order to show his/her **personal progress**.

What Should Be Included?

Page 1, entitled “My portfolio for 2007-2008” is a **cover page** and may include:

- One or two drawings
- Stickers
- One or two photos showing the child in action such as biking, practicing archery, or canoeing! ☺



My Portfolio
2007-2008

(photograph, drawing or
picture appreciated by the
child)

PAGE 1

Page 2 is the **formal identification - for your child and also for the portfolio.**

- his/her photograph (if you wish);
- his/her name;
- his/her contact information (address, phone number);
- a few words about what he/she likes (an author? a sport? hobbies?) and what he/she doesn't like (a game? a type of book?).



Name : _____
Address : _____
Phone : _____

I like I don't like :

_____ _____
_____ _____
_____ _____

PAGE 2

Page 3 gives a **general idea** of the school year, by the child and his parents.

Child's presentation:

- for a child 7 to 8 years old, two or three sentences can be expected;
- for a child 9 to 10 years old, six or seven sentences;
- for a child who is 11 or 12 years old, up to about 10 sentences.

Parents' presentation:

- Two or three paragraphs providing a general summary of the educational experience and leaving a good impression!

Examples:

- ⇒ What educational approach is privileged? Unit studies? Literary? Individual interests? A curriculum in particular?
- ⇒ How would you summarize your year in a few sentences? Did you go on a trip? Welcome a new baby? Build a house? These are wonderful learning opportunities for children!!

Presentation by child

My name is _____ and I am homeschooled. This year I did a project on _____

With this project I discovered that _____

I also learned _____ Etc.

Presentation by parents
(2 or 3 paragraphs)

PAGE 3

Pages 4 and 5 give an **overview of the year.**

Here you may describe three or four highlights for the year, specifying (if applicable) that these were integrated into the projects you were working on (geography, history, science, etc.). For example, if you use the unit study approach and you integrate character-building, you could write:

- Topics studied and related character traits:
 - ⇒ A unit study on outer space included orderliness;
 - ⇒ A unit study on music helped to reinforce family harmony;
 - ⇒ A unit study on blood focussed on the love of learning.

- the definitions of the character traits covered, for example:
 - ⇒ *the love of learning is a great desire for knowledge. I am demonstrating a love for learning when I use the proper tools to learn;*
- a brief description of the activities accomplished that were related to the topic;
- an overview of the educational resources that were useful (bibliography).

Overview of Themes for 2007-2008

(2-3 lines for the introduction)

CHARACTER TRAIT 1: **Love of learning**
Definition: ...

Theme: BLOOD

- Science
 - function and composition of the blood
 - blood circulation system
 - compatibility of blood types
 - anatomy of the heart
 - skeleton, names of bones
- Social Studies
 - Who was Marie Curie? How did she show a love of learning during her lifetime?
 - Field trip to Hema-Quebec, etc.
- Visual Arts Project
 - model of the circulatory system
 - blood cell in papier-maché

Bibliography: ...

PAGE 4

Overview of Themes (continued)

CHARACTER TRAIT 2: **Solidarity**
Definition: ...

Theme: TSUNAMIS

- continents and oceans
- earth composition
- tectonic plates
- friendship chain craft
- donations to the less fortunate

Bibliography: ...

CHARACTER TRAIT 3: **XYZ**
Definition: ...

Theme: ...

Bibliography: ...

PAGE 5

Up until now, if you have more than one child and each one has contributed to a joint family project according to his/her abilities, their portfolios will be similar. Now you must add information pertaining to the **academics specific to each one**.

Pages 6 and 7: Additional information related to academics.

Here, you will describe the formal instructional activities.

For each child, you may proceed as follows:

Additional information related to academics

In addition to the themes integrating the different subject areas (see 2007-2008 Overview), below is additional information pertaining to English, Math, French, Music and Physical Education.

English

Educational materials used:

- Strengths in reading:
- Strengths in writing:
- Challenges in reading: ...
- Challenges in writing: ...

Daily activities are also opportunities to integrate reading and writing in a spontaneous way:

- Grocery lists
- Emails
- Birthday cards

Math

Educational materials used:

- Strengths:
- Challenges: ...

Use the table of contents of the math program to briefly describe the concepts that were covered.

PAGE 6

Additional information (continued)

French

- listening to music, songs and rhymes in French
- French television programs
- workbook...

Music and Visual Arts

- percussion instruments
- various musical compositions
- learning to play an instrument
- ...

Physical Education

- Favourite sport: ...
- Newly acquired skills: in swimming, cycling, playing baseball, etc.

Additional information

This is a summary of field trips or other outings. Examples:

- Museums
- Trip to Ottawa and we visited ...
- Book Fair in ...
- Biodome and Montreal Planetarium

PAGE 7

Page 8 is a description of the portfolio's next pages in order to facilitate consultation. A well-spaced presentation as always easier to read. Printing this page on **coloured paper** helps it to stand out from the others. Your child's drawing can also help to dress it up! 😊

Here a few tips for de subsequent pages of the portfolio.

Annexes

The rest of the portfolio includes:

Annex 1 Pages 9 to ...

Selection of photographs and/or other accomplishments showing (name)'s participation in a family project.

Annex 2 Pages ... to ...

Table of contents for each of the English and Math books, with some work samples.

Annex 3 Pages ... to ...

(Name)'s other productions and personal accomplishments

PAGE 8

Annex 1: Family Projects (pages 9 to 12 approximately)

- Some photographs of a Lego construction, a pearl necklace, a pyramid made of clay, in short, photographs that show original creations through informal hands-on learning. Your children have the privilege of learning at their own pace, so take this opportunity to show how creative they are!
- Two to three writing samples showing his/her participation in family projects. For a child of 8 years old, this can be a photocopy of a few sentences from a minit-book where he/she explains the anatomy of the heart, the layers of the earth, or various dog breeds. For a child of 10 years old, a book report, a draft, and the final version of a composition to show his/her writing process.
- If applicable, it may be interesting to include a story he/she has written and that you have typed up for him/her on the computer, or a book written jointly with a sibling.

Annex 2: Formal textbooks (pages 13 to 16 approximately)

- Table of contents of the textbooks used by your child, including samples of grammar exercises at different times of the year (for example October, January and May).
- If you are using a more hands-on math program, it may be a good idea to include some photographs of any constructions or other work done with math manipulatives.
- If you use evaluation charts, this is also where you would insert them in the portfolio.

Annex 3: Miscellaneous (pages 17 to 20 approximately)

- You may include here some of your child's realizations, certification for swimming or piano lessons, or again attendance at a science workshop, etc...

Remember that these suggestions are given to inspire you!

Trust your creativity!

