

# ST LEO'S CATHOLIC SCHOOL - DEVONPORT

## NAG 2: Documentation and Review

## REPORTING TO PARENTS POLICY

### PURPOSE

The Reporting to Parents policy exists to provide guidance to parents about their child's progress and achievement, and on how parents can work with the school to support their child's learning.

### INTRODUCTION

The Church is a community where all members of the body of Christ have equal value. Consideration is taken that all are informed honestly and with integrity. The statutory requirement to report to parents/caregivers on their child's progress is detailed in the Education Act and also required under NAGs 1 and 2a. We seek to ensure that all parents and caregivers have access to relevant information regarding their child's achievement at school.

Reporting to parents will include information on their child's progress against the National Curriculum. Information will be collated in the areas of Reading, Writing and Mathematics and Nationally benchmarked (National Standards). In addition, parents will receive information on other areas of the national curriculum that is not nationally benchmarked such as; Religious Education, Arts, Science, Social Science, Technology and Health and Physical Education.

National Standards provide a nationally consistent means for considering, explaining and responding to student progress and achievement in years 1 – 8. They provide reference points that describe their achievement in reading, writing and mathematics that will enable students to meet the demands of the New Zealand Curriculum.

### PRINCIPLES

- 1) Parents are welcome to discuss their child's progress at any time, and are to schedule appointments directly with their child's class teacher, or through the school office
- 2) Teachers will communicate each student's achievement throughout the year using a range of formal, informal, oral and written means. Parents and caregivers will receive a written report in plain language at least twice a year. At least one of the reports will include
  - The student's current learning goals
  - The student's achievement and progress in relation to the National Standards in Literacy (Reading and Writing), and Mathematics
  - What the school will do to support the student's learning
  - What parents, family and whanau can do to support their child's learning
- 3) The student's progress against National Standards will assist schools and parents in making informed decisions about how to improve student achievement, and when to provide additional support where necessary
- 4) An interim or mid year report will show the student's progress towards the learning goals made at the beginning of the year and will identify the next steps in learning
- 5) The end of year report will present the culmination of a year of goal setting, planning, reviewing and reflecting on the part of the student, the teacher and the parents, family and whanau. It will be a statement that sums up the year, celebrates what has been learned and sets the framework for the next year
- 6) Specific formal opportunities will be provided for parents or caregivers to discuss with individual teachers their child's progress and next steps in learning
- 7) All information relating to students is subject to the Privacy Act provisions
- 8) This policy is written in conjunction with the Special Character Policy

### ASSOCIATED DOCUMENTATION AND PROCEDURES

- Privacy Act
- Education Act
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### LINKED TO:

Special Character

- Special Character Policy

NAG 1 Curriculum

- Curriculum Delivery Policy

NAG 2 Documentation and Review

- *Documentation and Self Review Policy*

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Chairperson

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Date