



Taking Children beyond Expectations!

Policy on: Reporting to Parents

Rationale

The Matakana School Board of Trustees, with the principal and teaching staff, is required to report to students and their parents on each individual student's progress and achievement in relation to National Standards.

They are also required to report to the school's community on the progress and achievement against National Standards of students as a whole and of identified target groups. (National Administration Guideline 2)

Purpose

Matakana School recognises the importance of being proactive in establishing and maintaining positive relationships between parents/caregivers and teachers. This is essential in developing and maintaining a good learning environment for the child.

This Policy exists to ensure that there is a clear framework for regular and effective information flow between the teaching staff and parents/caregivers. It is our expectation that parents/caregivers will be fully informed regarding their child's whole development including progress, achievement, attitude, behaviour, and learning challenges, and that they are able to contribute to their child's overall development plan in partnership with the classroom teacher.

Review

This policy is to be reviewed every year in accordance with the Board's Policy Review Schedule. Staff and parents are to be consulted during this review process.

This policy is intended to be consistent with the requirements of the Privacy Act 1993

Date Reviewed and Date of Next Review	Date Adopted	Signed – BOT Chair
2/05/2011	23/5/2011	
April 2012		

Related Procedures: Reporting Guidelines

Teachers will communicate student achievement throughout the year using a range of formal, informal, oral and written means.

Informal Reporting

Our school will operate an 'open door' policy in which teachers are readily accessible to discuss a child's progress with parents. Parents or teachers who have a concern about aspects of a child's progress or attitude can arrange an interview at a mutually convenient time to discuss possible courses of action that might help to solve the problem. The school will regularly publicise and encourage this type of informal communication, so that parents feel comfortable contacting the school if they have concerns about their child.

Formal Reporting

An annual timetable of reporting to parents/caregivers will be published on the school website and in the newsletter near the beginning of each year.

Written Reports

Parents / caregivers will receive a written report, in plain language, at least twice a year. The same core format will be used for both reports so that parents can see progress throughout the year.

Mid Year Reports: show the student's progress towards meeting the end-of-year National Standards, current achievements and learning goals made at the beginning of the year. The next steps to learning are indicated on the student's progress grids and goal sheets.

End of Year Reports: will be a statement that sums up the year and indicates the student's achievement in terms of meeting the National Standard for that year. It also celebrates what has been learned and sets the learning framework for the next year.

In addition, parents of new entrants shall receive comprehensive feedback on their child's entry data in the form of a formal interview with the Deputy Principal after their child has been at school for one month. After completing one year at school parents are invited to discuss their child's Six Year Diagnostic Survey Results and next literacy learning goals with the Deputy Principal.

Formal Reporting

1. Will be honest, but always constructive and positive in tone
2. Will focus on the learner (provide feedback on any goals set earlier in the year)
3. focus on the next learning steps (set new learning goals based on current progress)
4. will involve the learner (being able to articulate what is good about a piece of work and why, along with how they could/can improve upon their efforts)
5. will provide opportunity for parents to share insights/information on their child and involve agreement on the ways home and school can work together to support the child's learning
6. Will be based on quality assessment data and overall teacher judgements collected over a period of time and not the result of a single test. Students achievement and progress will be reported on in relation to the National Standards in Literacy (Reading and Writing), and Mathematics. Teachers will have individual pupil records and work samples available for parents to view if necessary.
7. Should be informative and easy to interpret by parents, and should not include any surprises.

Reporting to the school community will be achieved through:

- curriculum achievement reports to the Board of Trustees
- the Board's annual report
- school newsletters

Keeping student records

Student records will be kept by Matakana School for the duration of the time that the student attends the school. They are then transferred to the student's new school when a request is received. Upon written request, parents may have full access to their child's records. All information relating to students is subject to the Privacy Act provisions.