

REVIEWED: May 2019

Reporting to Parents

A) Purpose:

The School has a legal requirement to inform parents on a child's personal and academic programme. Effective reporting fulfils this requirement and gains parental support. The requirement is to report to students and their parents on progress and achievement of individual students:

1. in plain language, in writing, and at least twice a year; and
2. across The National Curriculum, as expressed in The New Zealand Curriculum 2007 or Te Marautanga o Aotearoa, including in mathematics and literacy, and/or te reo matatini and pāngarau;

To inform parents on children's attitudes and achievements at school.

To obtain information to increase a teacher's understanding of a child to help with future planning.

Procedures

Information should be given about a child's ability, their attainments and skills, attitudes and behaviours, and relationships with others.

Reporting may take both oral and written forms.

Comments should be positive and professional. However it is important that these be accurate and truthful.

Reporting must be at least twice per year. This can be done in the form of either written or oral reporting. Raumatī Beach School currently has oral reporting at mid year with a written report being issued at the end of the year.

Parents must be told honestly about strengths and weaknesses.

Information should include the teacher's future objectives for that child. Their next learning steps. This is perhaps the most important part of any feedback.

Children's work should be shared with parents.

Parents should know about any issues with their children before any formal reporting takes place. There should be no surprises for parents during these reports. If an issue has arisen regarding a child's progress parents should be contacted immediately. Waiting for scheduled interview times is too late.

Parents have the right to request information about their child at anytime. However staff need to have the opportunity to prepare for any meeting that is requested regarding students

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