



PROCEDURE 1.1.3

REPORTING TO PARENTS PROCEDURE

GUIDELINES:

1. Tokomaru School operates an 'open door' policy whereby the Principal/Teacher is available to discuss students' activities and progress on an informal basis at a time suitable to all parties.
2. Should the Principal/Teacher have concerns about aspects of a child's progress or attitude he/she will arrange for a conference at school, to discuss possible courses of action that might help to solve the problem.
3. All reporting will be based on assessment data and overall teacher's judgement, to establish common goals with parents, in respect to their children that can be jointly pursued. Parents will be reported to on where their child is achieving, what their next learning steps will be and how they can help at home to help their progress.
4. Reporting to parents/caregiver timetable (see also "Raising Standards Through Assessment" document):
 - a) Informal discussions throughout the year
 - b) Formal meetings/conferences throughout the year
 - c) Term 1 – Parent-Teacher-Pupil Conferences to set /share goals
 - d) Term 2- (end of) Interim* written reports out
 - e) Term 3 –(early) Parent-Teacher-Pupil Conferences as a follow-up to mid-year reports
 - f) End of year Confirmed* written reports
5. Term 2 written reports will make an interim judgement in regards to progress against Curriculum Expectations for Reading, Writing and Mathematics. Whereas, the end of year written report will make an overall judgement against the Curriculum Expectations in Reading, Writing and Mathematics.

Reporting to Parents (Nag 2a)

	Type of Reporting	Main Focus
Term 1 Week 6	Parent-Teacher-Pupil Conferences	Establish student goals, share insights thus far, behaviour, friendships etc.
End of Term 2	Written Report	Mid-progress Report (In-depth) Progress in relation to Curriculum Expectations
Start of Term 3	Parent-Teacher-Pupil Conferences	Follow up on Report (questions related to the report), report on goals, achievement etc
Term 4	Summary Report	Curriculum Expectations Achievements and progress. Achievements in other curriculum areas , KC etc.

** Students in Years1-3 will follow anniversary reporting, so their Interim and Confirmed reports may come out at different times of the year.*