

REPORTING ON STUDENT PROGRESS POLICY

**NAG 2
No. 201**

Purpose

To ensure parents have access to their child's progress at school in each curriculum area, and to assist with developing links between the school and home.

Guidelines

1. The statutory requirement to report to parents/caregivers on their child's progress is detailed in the Education Act.
2. Parents and caregivers will have reasonable access to their child's details of progress and achievement at school.
3. Notice of access to information should be given by a parent or caregiver to the school allowing sufficient time to collate relevant information.
4. There will be a 'Meet the Teachers Evening' held early in term one.
5. Teachers will outline programmes of work, learning and behavioural expectations of students, and general class routines in a termly team newsletter.
6. Formal reporting, in written form, on a child's progress and achievement will be provided through mid-year and end of year written reports.
7. Children do not receive a written report for one term or less at St Heliers School
8. Specific formal opportunities will be provided at the time of mid year reports for parents or caregivers and child to conference with individual teachers their child's learning in person.
9. A parent or caregiver can expect to be contacted by the teacher/school, prior to the above formal opportunities, if there are significant academic or behavioural issues requiring intervention.
10. Approaches to discuss a child's progress at a time other than those formal times can be made either through the school office or by making an appointment directly with the class teacher.
11. All information relating to students is subject to the Privacy Act provisions.