



## **POLICY: REPORTING TO PARENTS**

*Mā te whiritahi ka whakatutuki ai ngā pūmanawa ā tāngata.  
Together weaving the realisation of potential.*

### **PURPOSE:**

1. To ensure parents have access to, and an understanding of their child's progress and achievement across the curriculum.
2. To assist with developing and promoting links between the school and home.
3. To fulfil statutory obligations.

### **PROCEDURES:**

1. Reporting to parents will include a parent information evening at the beginning of the school year, triadic goal setting with parents, students and teachers in Term 1, parent-teacher conferences following a mid-year written report, and a written report at the end of the year.
2. Reporting will be on the basis of good quality assessment information that draws on a range of evidence to evaluate the progress and achievement of students and build a comprehensive picture of student learning across the curriculum.
3. Reporting will include suggestions to help parents and whānau support students' learning.
4. Approaches to discuss a child's progress at a time other than those formal times may be made by parents by making an appointment with the student's class teacher.
5. All information relating to students is subject to the Privacy Act (2020) provisions. Requests for access to student information must be made by a parent, caregiver or guardian. Requests must be made in writing and should give the school sufficient notice to collate relevant information.
6. Refer to Assessment and Evaluation Policy.

### **POLICY REVIEW DATE:**

This policy will be reviewed according to the Board's Effectiveness Review Programme.