



REPORTING TO PARENTS/CAREGIVERS GUIDELINES

Preamble: These guidelines are in accord with the **Reporting to Parents/Caregivers Policy** approved by the School Board on **16 May 2022**.

Guidelines:

1. The school will seek to develop the atmosphere in which home/school communications can flourish.
2. Parents of all new enrolments to the school will be made welcome, encouraged to visit and expected to get to know their child's teacher.
3. Each teacher will write a class newsletter to start each term. This newsletter will outline the term's programme including any relevant activities.
4. An informal interview will be provided in March each year and formal interviews in Terms 2 and 3.
5. Written reports on the official school report form are provided in Term 4.
6. Reports against the New Zealand Curriculum will include reading, writing and mathematics.
7. Each student will keep a digital portfolio with samples of work. These will be assessed by the teacher and child, and whaanau will have access through a digital platform (Educa) to view and make comments.
8. Students are required to write their own self-assessments and this will be included in their samples and mid-year report.
9. School achievement and school involvement is recorded in each report.
10. The school will report to parents/caregivers by newsletter twice per term. Such Newsletters will cover a range of matters affecting students. The 'Week Ahead' will be emailed to all families and posted on the school Facebook page on Friday's to keep whaanau updated regularly.
11. The school's reporting system will communicate quality assessment evidence about where students are 'at' and 'where to next' with their learning and be trustworthy and meaningful.
12. The school will engage in consultation with its parent and whaanau community, meeting its obligations to legislative requirements e.g. consulting on the Health Curriculum every 2 years.

Review: 2024

These Guidelines will be reviewed in accord with the review of the Reporting to Parents and Caregivers Policy.