

REPORTING TO PARENTS / CAREGIVERS ON STUDENT PROGRESS

Purpose

- To inform the primary parent/caregiver of their child's progress, concerns and achievements at school and how he /she is developing as an individual including the student's:
 - Quality of work
 - Personal qualities and social skills
 - Special skills and interest
- To ensure the parents/caregivers understand the evaluation and reporting procedures used at the school.
- To establish common goals with parents in respect to their children that can be jointly pursued.
- To encourage a three-way (teacher/parent/student) sharing of information about the student.

Guidelines

1. Kaukapakapa School will operate an "Open Door" policy whereby the Principal/Teacher is available to meet and discuss student's activities and progress on an informal basis at a mutually agreed time.
2. Should the Principal/Teacher have concerns about aspects of a pupil's progress or attitude they will arrange for a conference at school, to discuss possible courses of action that might help to solve the problem.
3. The reporting to parents/caregivers annual cycle effective 2009 is:
 - Term One, Students set goals for the first half of the year.
 - Term One, approx week 7/ 8 – Student led conferences (one per student)
 - Term Two, Students review and revise goals for rest of year.
 - Term Three, approx. week 2 – Student led conferences (one per student)
 - Term Four, Students evaluate goals, draft goals for next year.
 - Term Four, Full written report on year by teacher with student evaluation included.
4. Student portfolio (including results of tests) will be available for parents to view at school through the class teacher.
5. In end of year written reports parents will be informed as to where their child sits in reading, writing and mathematics in relation to National Standards.
6. Primary caregivers will receive the end of year report and it is their responsibility to share this with other carers as required.