

Gracefield School's Informing Parents and Reporting on Pupil Progress Procedures



Procedures

1. Teachers will report to parents:
 - a. twice a year in a written report, mid-year and end of year
 - b. at parent conference interviews in terms 1 and 3.
2. Parents of new entrant students meet with the new entrant teacher after their child has been at school for 6 to 8 weeks. This is to review the students first weeks at school and to set goals.
3. Reporting to parents may include:
 - reporting on academic progress.
 - reporting on progress against set learning goals based on assessment information and the national standards.
 - setting new learning goals, based on assessment information and the national standards.
 - discussing any other issues that may have arisen.
4. The intention of the written report at the beginning of term 3 is to:
 - a. provide information in preparation for the parent conferences.
 - b. give the student's next steps in reading, writing and maths and ideas for how parents can help at home.
5. The intention of the written report in term four is to provide a summary of a student's learning and any next learning steps.
6. Parents or caregivers may at any time request a meeting with a teacher to discuss their child's progress or achievement if they have concerns. The time for this will be agreeable to both parties. If necessary the principal, or senior teacher will attend any such meeting, if the teacher or parent requests it.
7. Teachers may also report informally to parents. This can be done at any time.

Approved October 2016

Principal _____

Chairperson _____