

SCHOOL NO. 4401 KATANDRA WEST

Policy Statement: MANAGEMENT – 880 Accountability & Reporting
 881 - REPORTING TO PARENTS

Responsibility: Staff

This Policy was last ratified by School Council in 2013.

1. PURPOSE:

Reporting to parents will clearly communicate the achievements of students and will, where appropriate, provide recommendations which will assist the student's future learning. It will also foster co-operation and encourage communication between parents, teachers and students concerning the student's progress.

2. GUIDELINES:

- 2.1 Written reports will be provided to Parents / Guardians at the end of Term 2 and at the end of Term 4 each year.
- 2.2 Parent - Teacher interviews will be held for all Parents in Term 1.
- 2.3 Optional Parent - Teacher interviews will be held towards the end of Term 3 at the request of parents and / or teachers.
- 2.4 Parent - Teacher interviews may be arranged at any mutually convenient time throughout the year upon request by the teacher, parent and / or principal.
- 2.5 Reports will indicate what has been achieved by the student using the AUSVELS.
- 2.6 The reports will indicate recommendations for future learning.
- 2.7 The Principal, in consultation with School Council, may vary this Policy if circumstances require it.

3. SUMMARY OF REPORT TIMETABLE

- Term 1 Parent - Teacher Interviews
- Term 2 Detailed written Report
- Term 3 Optional Parent - Teacher Interviews (Early Term 3)
- Term 4 Detailed written Report