



TE AWAMUTU COLLEGE

POLICY STATEMENT ON REPORTING


Rationale


The school has a responsibility to report to parents/caregivers on their child's progress and achievement. Reporting is an integral part of any assessment programme. It is, therefore, the communication of assessment information along with information on a student's attitude, effort, behaviour, attendance and participation.

Guidelines

1. The school will issue written reports (at least twice a year) following an established schedule. This decision will take into account feed-back from parents/caregivers of the College community.
2. Departments may develop their own report bank of comments in line with school requirements.
3. Reports will be closely linked to well-planned assessment programmes. Written comments will cover a student's achievement and progress; work habits and advice on how the student can improve or make further progress. Reports will also include information on aspects such as student attitude, effort and behaviour. Grades are provided regarding: participation in class, acting responsibly, bringing appropriate equipment and completing homework satisfactorily.
4. Teachers will report as positively as is possible, indicating what students are able to do.
5. Copies of student reports will be stored electronically.
6. A Parent/Caregiver – Teacher evening will occur after the issuing of Profile Reports (Term 1).
7. Parent/Teacher interviews will be held twice a year for Seniors and at half-year for Juniors after full reports. (Unless circumstances outside of the school's control prevent this).

8. Where a student is clearly performing below expectations, the school will endeavour to indicate this to parents/caregivers. Staff are expected to make contact home when they have concerns about a student's progress, achievement, behaviour or effort, at times other than report times.
9. School reports will be issued to the primary parent(s)/caregiver(s) only in the first instance. Requests from parents and caregivers, other than the primary caregiver, will be acted upon in accordance with the appropriate legislation.

CHAIRPERSON  DATE 11/3/24

PRINCIPAL  DATE 7/3/24