

REPORTING ON STUDENT PROGRESS POLICY

**NAG 2
No. 201**

Purpose

To ensure parents have access to their child's progress at school in each curriculum area, and to assist with developing links between the school and home.

Guidelines

- The statutory requirement to report to parents/caregivers on their child's progress is detailed in the Education Act.
- Parents and caregivers will have reasonable access to their child's details of progress and achievement at school.
- Notice of access to information should be given by a parent or caregiver to the school allowing sufficient time to collate relevant information.
- There will be a 'Meet the Teachers Evening' held early in term one when teachers outline programmes of work, discuss work and behavioural expectations of pupils and general class routines.
- Formal reporting, in written form, on a child's progress and achievement will be provided through mid-year and end of year written reports.
- Children do not receive a written report for one term or less at St Heliers School
- Specific formal opportunities will be provided at the time of mid year reports for parents or caregivers to discuss with individual teachers their child's progress in person.
- A parent or caregiver can expect to be contacted by the teacher/school, prior to the above formal opportunities, if there are significant academic or behavioural issues requiring intervention.
- Approaches to discuss a child's progress at a time other than those formal times can be made either through the school office or by making an appointment directly with the class teacher.
- All information relating to students is subject to the Privacy Act provisions.