

Ashburton Borough School

“Labor Omnia Vincit”

4/91

POLICY - REPORTING TO PARENTS/CAREGIVERS

RATIONALE:

Both formal and informal reporting is important in the establishing of positive and effective relationships between parents/caregivers, child and teacher. Reporting will provide information on achievement, personal qualities, social skills, special skills and interests that inform learning outcome.

GUIDELINES:

1. Our school operates an ‘open door’ policy in which teachers are accessible to parents/caregivers. This will facilitate both formal and informal reporting.
2. All reporting must be objective and constructive and based on collected information.
3. Teachers who have concerns about aspects of a child’s progress or attitude will arrange with parents/caregivers to discuss possible courses of action in an effort to solve the problem.
4. Parent/teacher/child interviews will be timetabled for all pupils at least twice during the year. Students will be responsible for reflecting upon their achievements and will, with parents/teacher identify student strengths and areas of improvement.
5. A cumulative report will be sent to parents/caregivers in December of each year.
6. School and class newsletters will communicate school happenings to parents on a regular basis.
7. Formal consultation with our Maori Community will take place every two years as part of our on-going review and analysis of student achievement.
8. Meetings to inform parents of curriculum and other matters will be held from time to time. New parents will be hosted by the Principal.

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**CHAIRPERSON,
BOARD OF TRUSTEES**

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DATE