

# WAITAKERE COLLEGE

## Section A (NAG 1) CURRICULUM MANAGEMENT

**Policy** Reporting to Students and Parents

**Date of Review** August 2019

**Reviewers** Curriculum Sub-Committee, Ants Cotton, Gayna Hine

### Goal

Students and their parents will be given honest and open feedback on students' progress through a clear reporting system.

### Objectives

- 1 To provide constructive feedback and feedforward to students and their parents.
- 2 To provide information to students and parents if there are any concerns about progress over a year.
- 3 To provide a summative record of the students' achievements.
- 4 To fulfil statutory obligations.

### Guidelines

- 1 Parents and caregivers will have reasonable access to their students' details of attainment and progress at school.
- 2 All curriculum areas will use a standard reporting system.
- 3 Formal reporting on a student's progress will be provided by electronic means or by hard copy. Normally these reports will be given in term one, mid-year and at the end of the year.
- 4 NCEA outcomes will be available on the Parent Portal between formal reports.
- 5 Opportunities will be given for parents and caregivers to meet with teachers at conferences and interviews twice per year to discuss achievement and progress.
- 6 Parents/caregivers will be informed when there are concerns about progress or completion of work. Teacher comments on reports will be constructive in nature.
- 7 Parents/caregivers may request information at other times of the year. The House Leader or Dean will collect such information in preparation for an interview with parents.
- 8 Achievement information on individual students will be recorded in a central database and be available to the Principal and people designated by the Principal.
9. All information relating to a student is subject to the Privacy Act. Reporting will be private to the student, parents/caregivers and the Principal or person designated by the Principal.

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Chairperson

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Principal

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Date