



Section A (NAG 1) CURRICULUM MANAGEMENT

Policy Reporting to Students and Parents

Date of Review November 2022

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 formative 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 national requirements.

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 on a termly basis.
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.

Chairperson

Principal

Date