

NAG 2 - Reporting to Parents and Caregivers

Introduction

Both formal and informal reporting is important in establishing good working relations between parents/caregivers, child and teacher to ensure that all parties are fully informed of educational progress and social development.

Purpose

Communications between parents/caregivers and teachers will keep parents /caregivers regularly informed of what is happening in the school - especially related to their child's learning.

To inform parents/caregivers of child's standard of work and individual needs, social skills, special skills and interests.

To establish common goals with parents/caregivers in respect to their child/children that can be jointly pursued.

Guidelines

- Ruawai Primary School has an open door policy in which teachers are readily accessible to parents/caregivers, and parents are welcome to join learning activities. This facilitates informal reporting.
- Teachers/parents/caregivers who have concerns about aspects of the child's progress or attitude will arrange an interview to discuss a possible course of action that may help to solve the problem.
- Seesaw, Facebook and newsletters are valuable communication tools.
- In Years 0-3, reports on learner progress/achievement will be completed during the following times:

Note: 40 weeks = 1 year at school

- After 20 weeks of schooling
- After 40 weeks of schooling

Ruawai Primary School			
Section: NAG 2 Operations & Self Review	Title: NAG 2 – Reporting to Parents & Caregivers		Page 1 of 2
Date of First Issue: Mar 08	Current issue: May 16	Revision Date: Aug 19	Issue No: 4
Approved By Principal:		Board Chairperson:	

- After 60 weeks of schooling
- After 80 weeks of schooling
- After 100 weeks of schooling
- After 120 weeks of schooling
- New entrants will also have a 3-way conference after 6 weeks at school

Progress Reports (mid-year) are completed at 20 weeks (5.5years), 60 weeks (6.5years), 100 weeks (7.5years), or if the learner is Year 4 or older they will receive a mid-year report in June/July supported with a student-led conference.

Anniversary Reports (end of year) are completed at 40 weeks (6 years), 80 weeks (7 years), 120 weeks (8 years), or if the learner is Year 4 or older they will receive an end of year report in December.

The learner's first report of the year (either progress or anniversary) will be supported with a 20 minute three-way conference.

- Learner-led conferences (Years 4, 5 & 6) will take place at the end of Term 2, learners, parents/caregivers and teachers establish future goals at this time.
- All reporting will be based on recorded data, learner successes, learner aspirations, and learner's next steps.
- All reports will be written in plain language outlining learner achievement against the National Standards, learner successes and student next steps.
- Seesaw will be utilized as an online portfolio to display and present learner achievements, next steps and published work.

Conclusion

Parents/caregivers will be fully informed of their child/children's educational and social development at Ruawai Primary School.

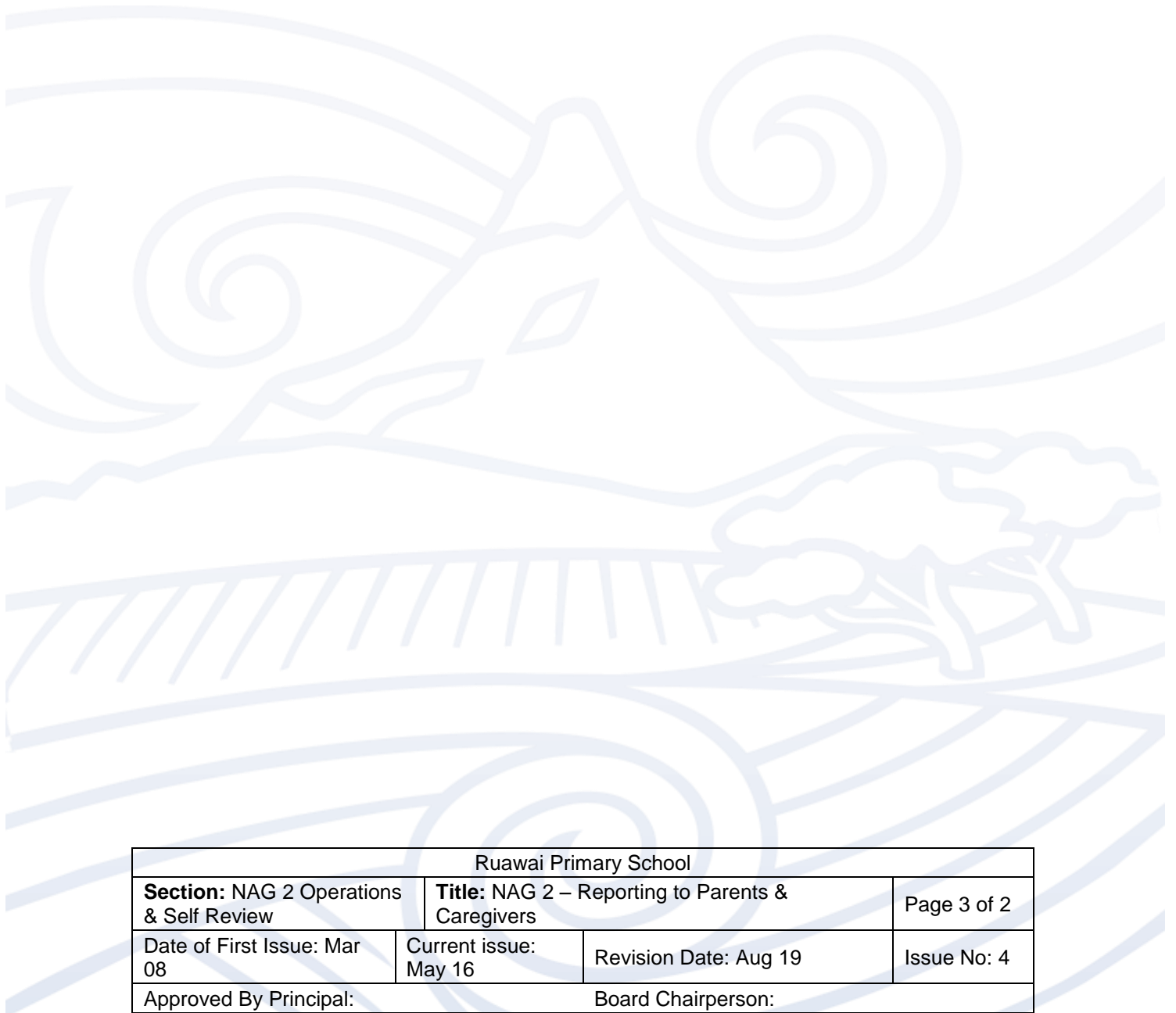
This policy and its accompanying procedures are to be reviewed as required or as per the Board Triennial Plan.

Ruawai Primary School			
Section: NAG 2 Operations & Self Review	Title: NAG 2 – Reporting to Parents & Caregivers		Page 2 of 2
Date of First Issue: Mar 08	Current issue: May 16	Revision Date: Aug 19	Issue No: 4
Approved By Principal:		Board Chairperson:	

Principal
Curtis Gaylor
4376 State Highway 12
Ruawai 0530
Northland



**Ruawai
Primary**



Ruawai Primary School			
Section: NAG 2 Operations & Self Review	Title: NAG 2 – Reporting to Parents & Caregivers		Page 3 of 2
Date of First Issue: Mar 08	Current issue: May 16	Revision Date: Aug 19	Issue No: 4
Approved By Principal:		Board Chairperson:	



**Ruawai
Primary**