

REPORTING TO PARENTS

RATIONALE:

The school recognises that the education of a child is the joint responsibility of home, school and community and that it is important that teachers and parents work together for the benefit of the children.

Both formal and informal reporting is important in the establishing of good relationships between parents, child, and teacher, and this is essential to good learning

PURPOSE:

1. Communication between parents and teachers should keep parents regularly informed of what is happening in the school - especially in regards to their child's learning.
2. Inform parents of children's
 - personal and social growth
 - work habits and relationships with others as seen in the school situation
 - progress and attitude
 - quality of work
 - academic standard compared with other children of a similar age
3. Common goals established between school and parents will be jointly pursued.

GUIDELINES:

1. Our school will continue to operate an 'open door' policy in which teachers are readily accessible to parents by arrangement. This will facilitate informal reporting.
2. Teachers who have concerns about aspects of a child's progress or attitude will arrange for parents to come into school to discuss possible courses of action that might help solve the problem.
3. There is a need to inform parents when a child is following a programme of work, an individualised or tailored because the child has some specific disability or is of exceptional ability.
4. Class, Syndicate and School Newsletters will be an appropriate form of communication.
5. Parent/Teacher/Student Interviews will be offered during the first term and at mid year for all pupils.
6. A full written report will be issued to parents twice a year in terms 2 and 4. This reporting shall indicate progress as well as achievement. The written report will be based on overall teacher judgement (OTJ), where the teacher's assessments are collected over a period of time and it is not the result of analysis of one off test data.
7. Each term informal positive communication with parents via email, letter or phone.

CONCLUSION:

There are great advantages for parents, teachers and students in informal reporting, parent/ teacher/ student conferences (3 way conferencing) and written reports. All reporting should be objective and constructive avoiding ambiguity and emotive language.

DELEGATION:

The implementation of this policy is delegated to the Leadership and Management Team in consultation with staff.

Reviewed: Term 3 2014
Review date: Term 3 2017

.....Chairperson, BOT