



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

NAG 2 - Procedure

Reporting to Parents and Whānau

Rationale

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

Both formal and informal reporting is important in the establishment of good relationships between all stakeholders, as this is essential to quality learning, progress and achievement.

Purpose

- Communication between school and home should keep parents, caregivers and whānau regularly informed of what is happening in the school, especially in regard to their child's learning, progress and achievement.
- Inform parents of their child's
 - personal and social growth.
 - work habits and relationships with others as seen in the school situation.
 - progress and attitude.
 - quality of work.
 - progress linked to the New Zealand Curriculum.
- Common goals and actions established between school and home will be jointly pursued where necessary.

Guidelines

- Kamo Primary School will continue to operate an 'open door' policy where teachers are readily accessible to parents, caregivers and whānau by prior arrangement. This will facilitate informal reporting.
- Teachers who have concerns about aspects of a child's progress or attitude will arrange for parents, caregivers or whānau to come into school to discuss possible courses of action towards working on or solving the situation.
- Teachers need to inform parents, caregivers and whānau when a child is following an individualised programme of work, or is involved in withdrawal groups because the child has a specific learning need or disability, is of exceptional ability, or would benefit from being part of a particular group.
- Parents, caregivers and whānau will be offered the opportunity to contact teachers all year to discuss their child's learning and progress.
- It is an expectation that teachers will contact parents, caregivers and whānau about a child's learning and progress, especially if the teacher is concerned.
- Teachers will use Seesaw for reporting to parents, caregivers and whānau. Students will add work to their individual profile as appropriate. Teachers will make comments on their learning and progress against the New Zealand Curriculum.



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- Teachers, parents, caregivers and whānau have the option to contact each other via email, letter, Seesaw, phone call, text to discuss or make an appointment regarding a student's learning. It is important that communication lines are open.

There are great advantages for parents, teachers and students to meet, connect or respond by digital or written means to discuss student progress and welfare. This should not be delayed and the partnership between home and school is imperative in supporting a student.

Signed:  Principal

Signed:  BoT Chairperson

Reviewed: Term 1, 2020

Review date: Term 1, 2023