

SCHOOL NO. 4401 KATANDRA WEST

Policy Statement: MANAGEMENT – 880 Accountability & Reporting
881 - REPORTING TO PARENTS

Responsibility: Staff

This Policy was last ratified by School Council in 2016.

1. PURPOSE:

Reporting to parents will clearly communicate the achievements of students and will, where appropriate, provide recommendations which will assist the student's future learning. It will also foster co-operation and encourage communication between parents, teachers and students concerning the student's progress.

2. GUIDELINES:

- 2.1 Written reports will be provided to Parents / Guardians at the end of Term 2 and at the end of Term 4 each year.
- 2.2 Opportunities will be provided for parents and teachers to meet in Term 1.
- 2.3 Parent - Teacher interviews will be held during Term 3.
- 2.4 Parent - Teacher interviews may be arranged at any mutually convenient time throughout the year upon request by the teacher, parent and / or principal.
- 2.5 Reports will indicate what has been achieved by the student using current curriculum resources.
- 2.6 The reports will indicate recommendations for future learning.
- 2.7 The Principal, in consultation with School Council, may vary this Policy if circumstances require it.

3. SUMMARY OF REPORT TIMETABLE

Term 1	Parent - Teacher Meeting
Term 2	Detailed written Report
Term 3	Parent - Teacher Interviews (Early Term 3)
Term 4	Detailed written Report