

SCHOOL NO. 4401 KATANDRA WEST

Policy Statement: **MANAGEMENT**

881 - REPORTING TO PARENTS

Responsibility: Staff

This Policy was last ratified by School Council in March, 2022.

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. Katandra West Primary School reports directly against the Victorian Curriculum F-10 achievement standards. 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 Student Learning Conferences will be held during Term 3.
- 2.4 Student Learning Conferences may be arranged at any mutually convenient time throughout the year upon request by the teacher, parent and / or principal.
- 2.5 Both student achievement and progress will be included in the report. For each curriculum area taught, the report will include:
 - A teacher judgement
 - An indication of progress since the curriculum area was last reported on
 - A five point scale
- 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	Student Learning Conferences (Early Term 3)
Term 4	Detailed written Report