

# Hauraki Primary School

## Policy Document

### Reporting

#### Rationale:

National Administration Guideline 2 requires the Board of Trustees with the Principal and teaching staff to report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as groups and as a whole.

#### Purposes:

- To promote effective communication with parents and students about individual and group progress and achievement in relation to curriculum expectations.
- To assist with reporting to students, parents and the school's community.
- To meet Ministry requirements.

#### Guidelines:

1. Ensure that the school is kept informed on the achievement of students and groups as a whole through annual reporting, newsletters and open school assemblies.
2. Student achievement is recognised and rewarded regularly at all levels and in a variety of ways.
3. At least twice a year, students share their learning with their parents.
4. Assessment evidence for literacy and numeracy clearly indicates student progress, achievement, and next steps.
5. Reporting of progress and achievement takes place at least twice a year at parent-teacher conferences and additional meetings may be scheduled on request, particularly for children who are not achieving, at the risk of not achieving, or who have special needs. Parents are able to make an appointment to meet teachers either directly or through the office.
6. A written report using plain language is provided for parents and students in the middle and at the end of the school year. At mid year this is against curriculum expectations for literacy and numeracy. The end of the year report is the same but it also reports on all other learning areas and key competencies.
7. Cumulative information held in individual record folders and student management system, Edge is provided for each new teacher or passed on to the next school if a child leaves.
8. Assessment evidence is used to assist with curriculum reviews.
9. Reporting to the Board of Trustees on student achievement provides summary information on the levels of overall performance of students, and of groups, for example extension groups, those who are at risk or not achieving and special needs groups as well as the achievement of Maori and Pasifika students. Assessment evidence recorded in teachers' digital folders is used for reporting purposes and is accessible for the Principal and syndicate and curriculum leaders.
10. Each curriculum area is reported on to the Board according to a triennial review process.
11. The outcomes of strategic and annual goals are reported on regularly through monthly Principal's reports to the Board of Trustees and in the Annual Report.

Signed: \_\_\_\_\_



Date: 22/2/2021

**Chairperson Board of Trustees**

**Review Date:** Term 1, 2024