

## SCHOOL REPORTING POLICY

### SCOPE

The Policy governs the requirements of the school's staff and management with respect to school reporting.

### OBJECTIVE

To ensure that regular and consistent communication is maintained with students and their parents/guardians with regard to performance.

### PROCEDURES

- Two comprehensive formal written reports will be prepared during each year. This report will be accompanied by an NCEA Interim Results sheet for Years 11-13 and attendance is recorded. Years 9 and 10 will receive an Achievement Report and an Attendance is recorded.
- Two report evenings will be held each year near the end of Term 1 and mid-year to provide the opportunity for parent/teacher discussions.
- An interim report signalling the student's academic progress, participation and contribution to class and homework will be provided during Term 1.
- Parents will be given every opportunity to call for discussion, regarding areas of concern with student progress.
- Student progress will be monitored by teachers and any serious deterioration in performance will be brought to the attention of parents.
- Subject teachers will inform House Deans at of non-completion of NQF internal assessments. Deans will then inform parents in writing of the non-completion.

### RESPONSIBILITIES

The policy is required to be reviewed by the Senior Leadership Team.

Date (Policy Effective from)

28.6.16

Review Date

2019

Signature

