

# Long Bay Primary School

## Reporting to Parents Policy

### NAG 2



*Long Bay Primary School*

### Rationale

Parents have a right to know how their child is progressing within the school environment and in all areas of the curriculum. The teacher and/or school leadership team will recognise this and be available to discuss programmes of work and the student's progress. This will enable the parent and the teacher to have a realistic expectation for that student.

### Guidelines

Long Bay Primary will follow the Ministry of Education national recommendation, as stated within National Administration Guideline (NAG) 2, this being that;

- on the basis of good quality assessment information, to report to students and their parents on the progress and achievement of individual students; in plain language, in writing, and at least twice a year;
- and to report across The National Curriculum, as expressed in The New Zealand Curriculum 2007, including mathematics and literacy.
- on the basis of good quality assessment information, report to the school's community on the progress and achievement of the students as a whole,
- and of groups, including the progress and achievement of Maori students in consultation with the school's Maori community.

At Long Bay Primary School, teachers will report to parents on individual student progress a minimum of three times each year:

- An informal discussion time with parents, teachers and students at the beginning of the year, to discuss the student's learning goals.
- A formal Mid-Year Progress Achievement Report in Term Two.
- An achievement progress interview, linked with the student's formal mid-year report, in Term Two. The student is invited to attend with their parent/caregiver.
- A formal End of Year Progress Achievement Report at the end of Term Four.

As part of formative assessment good practice, the students will be involved in setting their own learning goals.

Teachers will keep parents informed of any areas of concern, and family members are also encouraged to speak with their child's teacher should they have any queries during the year.

A summary of end of year school-wide data will be reported to the school community.

Parents will be kept informed of school events and procedures through official written communication, for example through the school and team newsletters. The school website will be regularly updated.

Other informal opportunities will be provided to meet with staff members, for example: assemblies, invitations to view the outcomes of special programmes or community events.

### Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board. A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and students and parents at their request.

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| <b>DATE:</b> 2019<br><b>Next Review:</b> 2022 | <b>APPROVED BY:</b>        |                                |
|   | <b>PRINCIPAL</b> L. Barton | <b>BOT CHAIRPERSON</b> L. Rive |