

Winchester School Policy

Reporting on Students' Progress and Achievements

Rationale

To meet the requirements of **National Administration Guidelines 2** and **2A** to report on the achievement of students individually, as a whole and in the groups identified by the Ministry of Education in NAGs 1(c) and 2A(c).

Purpose

To have procedures for the school to:

1. Report to the community on the achievement of students as a whole and in the groups specified by the Ministry of Education.
2. Report to the parents of Māori children and our Māori community on the achievement of Māori children and to work with this community to formulate plans to help support Māori children to succeed.
3. Give parents an indication of how their child is performing in relation to the standards expected of children of their age and to keep them fully informed of their child's broader academic progress, behaviour, work habits and social development.
4. Provide parents with opportunities to formally meet with their child's teachers to discuss their child's progress and to share information about their child.
5. Communicate teaching methods, management strategies and the curriculum that children are experiencing in any particular year.

Guidelines

1 Reporting to the School Community

At 6 monthly intervals a brief summary of the assessment outcomes, including students' achievements in relation to the relevant National Standards, will be reported by the Board in a newsletter to the parent community. This report will comment on outcomes and targets achieved, and any further plans of action. It will include some details about Māori students and other focus groups however privacy settings will be put in place for cohorts of less than four children to avoid individual children being identified.

An Annual Report will be published which will provide the community with an opportunity to see how well the school has achieved its targets in all aspects of the charter.

2 Reporting to Māori Community

A brief summary of the assessment outcomes of Māori children will be reported by the Board in a newsletter to the school's Māori community annually. Privacy settings will be put in place to avoid individual children being identified.

A meeting between the school's senior management team, members of the Board of Trustees and the Māori community will be held at least once a year to:

- Discuss assessment outcomes of Māori children compared to their wider cohort
- Listen to suggestions from the Māori community on how the school can meet the learning needs of Māori children
- Collaboratively construct plans of action to cater for the learning needs of Māori children.

3 Reporting to Parents

- a. Parent interviews will be held late in February to enable parents to meet with, and exchange information on their child. It is also an opportunity to learn how the classroom operates.
- b. A three way conference between parents, the child and the child's teacher will be held at the end of Term 2 to report on and discuss the child's progress.
- c. Children's progress will be formally reported in written reports on the school's approved report forms in June and December.
- d. All new entrant children (5 year olds) will be issued with a report by the end of their first term at school.
- e. All teachers will encourage and promote an 'open door' policy in their own classrooms, where parents are made to feel welcome. However, parents must respect a busy classroom and arrange an appointment time to talk out of class time.

Conclusion

The school community will be informed through various means during the year on how well the school is achieving the targets set out in the school charter. Sound two-way communication between the School and parents/caregivers will ensure that the best outcomes for children are achieved.

Formulated 28 August 2013

Reviewed 25 July 2016

Ratified 25 July 2016

Chairperson

N.B. This policy replaces the current *Reporting to the Community* and *Reporting to Parents* Policies