

## **7.4. REPORTING TO PARENTS/ CAREGIVERS POLICY**

### **Rationale**

To foster open communication between home and school regarding children's intellectual, behavioural, social, physical and emotional development.

### **Purpose**

1. To inform parents of the child's development and progress.
2. To support the child in discussing their learning with their parents in a student led conference.
3. To encourage child ownership of their learning through the reporting process.
4. For teachers to learn about any physical or emotional factors that could have an effect on the child's life. This might include special attributes or abilities.
5. To ensure there is open and honest communication between teacher, parent and child re current attainment and next learning steps
6. To help parents become actively involved in their child's learning

### **Broad Guidelines**

The programme

- Term 1 informal meet the teacher about week 3 & 4
  - Term 2 teachers work with students developing their ability to be able to led a student led conference (in an age appropriate way)
  - Term 3. Week 1/ 2 Student-led Conferences by appointment
  - Term 4 written summative report for all children.
1. Opportunities also exist for informal consultation- meet the teacher evenings, social etc.
  2. Special purpose interviews – arranged by phone /email/ letter through the office with staff and parents at a time suitable to all concerned. Senior staff may become involved depending on the subject matter involved.
  3. IEP's (Individual Education Plans) are co-ordinated by the SENCO (Special Needs Co-ordinator) who will liaise with all parties concerned.
  4. All written reports are to be sighted by and signed by the principal.
  5. Year 8 students are to be provided with a written report at mid year for college enrolment purposes.

Reviewed July 2009 (New draft generated)

Signed \_\_\_\_\_ (Board Chair) Review July 2012