**Parnell District School. 2.1 Reporting To Parents.** **Procedures**

**Purposes**

* The staff of Parnell District School aim to provide parents with meaningful information on their child’s learning, behaviour, skills and development,
* To share information that will support the child’s progress.
* To meet the requirements of the Education Act and also NAG 2 and NAG 2A

**Rationale**

Parnell District School will establish and maintain a partnership between the parents, the child and the teacher. Informal and formal reporting is important in establishing good relationships which are conducive to sound learning.

**Guidelines**

1. Communication is important for keeping parents informed of what is happening in the school- especially when it concerns the child’s learning.
2. Reports should inform parents of the child’s:
3. Quality of work and work habits,
4. Their personal qualities, social skills and behaviour,
5. Special skills and talents
6. Reporting shall be against the national standards in reading, writing and mathematics. The report will contain next learning steps developed with the child. Parent, teachers and the child discuss these at the 3 way conference. Suggestions, where appropriate, about how parents can help at home will be raised. There will also be comments about progress in other learning areas
7. There will be two reports against the National Standards each year

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|  Years 1 /2 ( Some Year 3) | Years 3-8 ( some Year 3) |
| For Years 1-3 this will be at 20, 40, 60, 80, 100 and 120 week intervals. | For Year 3-8 students, the report are issued at mid-year and the end of the year |
| Goal setting occurs at the start of the year and a anniversary “weeks” with teachers /parents and individual students Teachers use progressions – which can be translated into goals  | Goal setting occurs at the start of the year (Term 1 week 8 ) with teachers Parents invited to opt in –Their choices are:\* I want an interview to discuss this further\* I understand my child’s goals \* I would like to help my child by … |
| At each anniversary a student / teacher / parent meeting will include discussion of the child’s progress in relation to national standards and the key competencies. | Subsequent parent meeting will include discussion of the child’s progress in relation to national standards and the key competencies. |
| At all times teachers will be encouraged to make frequent and informal contact with parents over both positive and challenging issues. | At all times teachers will be encouraged to make frequent and informal contact with parents over both positive and challenging issues. |

1. Parents and teachers or the Principal can request interviews at any time by appointment. Reviewed May 2013