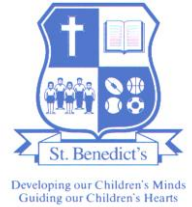


GUIDELINES FOR REPORTING ON STUDENT ACHIEVEMENT

POLICY 1: CURRICULUM GUIDELINE 10



Teacher/parent communication is instrumental to each student's progress, welfare and success at school.

GUIDELINES

1. To enable informed and meaningful discussion informal parent teacher meetings should be by appointment and outside of classroom hours.
2. Teachers who have concerns about aspects of a student's progress or attitude will contact parents to discuss possible courses of action that might help solve problems.
3. Parent/Teacher interviews for students in their first 3 years at school will take place towards the end of each term. Student's interviews will take place at 6 month intervals from the students start date.

Parent/Teacher interviews for students in Years 4-8 will be held throughout the year. The aim will be for a formal interview to be scheduled at the end of Term 1, and again in the Term 3. The second interview is optional but all parents are encouraged to attend.

Reports for all students in their first 3 years of school will be issued at the time of their interviews. Action plan reports will accompany the interviews between anniversary interviews. Reports that show the level of achievement in relation to the national standards will accompany the anniversary interviews.

For all Year 4-8 student's reports will accompany the first interview and all parents are requested to attend. End of Year reports are issued at the end of Term 4 for all Year 4-8 students. These reports will show the level of achievement in relation to the national standards.

Reporting will be in line the requirements of NAG 2a of the National Administration Guidelines.

4. All reporting will be based on qualitative and quantitative data and teacher observations. Reports will assess each student against the National Standards appropriate for the year level.
5. Reports prepared by teachers will be reviewed and approved by syndicate leaders and the principal before being released to the parents/guardians.
6. A programme of ongoing assessment for diagnostic (formative) and evaluative (summative) purposes is conducted throughout the year. The teachers review and update this schedule each year.