

Napier Central School



NAG 1.8 – Curriculum

Reporting To Parents

Goal

Provide opportunity for parents or guardians to be reported to by class teachers on their children's academic and social progress, and to share in the goal setting process for their children.

Objectives

- Each year, in the first few weeks of Term I there will be an opportunity for parents to meet their children's teachers at "Meet the teacher" meetings.
- Each year during late May/ early June, staff will organise 15 minute, three way conferences where parents and children discuss the child's progress to date. There may be a variation on three way conferences in the Junior School to allow for the maturity of the students involved.
- Staff will report to parents in writing twice a year.
- To give adequate time for the 15 minute interview/ three way conferences, some class time is required. This usually means early dismissal of children for nominated times on the afternoons when parent interviews are being conducted.

Procedures

1. In February each year a 'Meet the Teacher' evening will be held so that parents can attend and meet their children's teachers.
2. In May/ June an invitation to attend three way conferences will be extended to all school families. Parents will be asked to identify a convenient time bracket, and list any particular areas they wish to hear about or discuss with regard to their children's learning.
3. At a special staff meeting, staff will coordinate and organise 15 minute conference times for each child in their class.
4. Where there is more than one child in a family a 15 minute glide time between individual interviews may be allowed for.
5. Once all pupils have been allocated set times, teachers will transpose the appointment times onto separate individual parent sheets which will be issued to parents.

Requirement of Staff:

1. All teachers must have evaluated, analysed and documented the progress of each child in their class in the required records. It is on these factual entries that the interviews are based.
2. All staff must be present at the nominated times to conduct the interviews for their class.
3. If, due to absence, a teacher is unable to conduct the interviews during the school's allocated time, then alternative times for that staff member out of school hours will need to be made.

Written Reporting:

1. Staff reports to parents twice a year in written form.

2. The school will adopt an individualised Report Form to provide adequately for written reporting to parents.
3. Contents of the written report will emphasise progress in Literacy and Numeracy/Mathematics and will also include, unit studies involving science, social studies, health, as well as cultural and physical areas.
4. A section on work habits and personal development will also be included.
5. End of year written reports will be sent home prior to the end of the year so that parents who wish can make an appointment with their child's teacher to discuss reported progress.

Other Reporting Opportunities

After new entrant pupils have attended for one month, parents are invited to an interview where the child's start at school, their progress and their expected progress and achievement will be reported on and discussed.

Special Interview

At any time that parents wish to discuss the progress of their child at school they may make an appointment to see their child's teacher.

Informal Contact

Throughout the year, before and after school parents or staff may take the opportunity to have a brief informal discussion about particular aspects of the child's school progress and school life.

Reviewed 2016