

RENWICK SCHOOL

Reporting/Planning Policy

Rationale

To ensure that the **Learning Partnership** between teachers, parents and students is enhanced and strengthened by effective and timely reporting and planning.

Purposes

1. To alert parents at an early stage to any concerns regarding their child's progress or barriers to learning.
2. To recognize, assess and encourage excellence in learning progress and achievement.
3. To acknowledge a student's contribution to the school.
4. To monitor student progress in an objective and formal manner.
5. To report student progress and achievement against National Standards in plain language.
6. To plan in partnership with parents and students to help students achieve their potential.

Board Guidelines

1. Regular parent/teacher contact will be maintained throughout the year.
 - Opportunity for parents or teachers to request interviews when required.
2. The format for information sharing and reporting on student progress and planning for future growth will be:

TERM 1

- Day 1: Knowing our Learners conferences.

TERM 2

- Interim reports/Learning Plans prepared followed by Student led conferences

TERM 4

- Full written report on achievement (Overall Teacher Judgement) against National Standards.
 - Parent/teacher/student planning meetings to establish goals through to March of next year.
3. Accurate assessment notes/data and student workbooks in association with overall teacher judgements will demonstrate student needs, progress and achievement.
 4. Students' contribution to the school and their personal achievements will be acknowledged as an ongoing process throughout the year.

Reviewed By: Principal and Teaching Staff in Consultation with the BOT 2011

Reviewed April 2012

Reviewed March 2017