

3.3.2.4 Reporting to Students, Parents and Community on Achievement

Statement of Intent

Reporting is the communication of assessment information both formally and informally using a variety of methods. Paraparaumu College upholds reporting as integral to the learning process and that students, parents and the wider community are entitled to regular, valid, meaningful and useful reports on student achievement.

Board Expectations

Reporting to students

Feedback to students about their learning is a critical factor for improving learning and achievement. The Board expects that formal and informal opportunities will be sought by staff to offer feedback to the student regarding his or her effort, abilities, and achievements

Reporting to parents / caregivers

Reporting to family is an integral part of the learning process. The Board expects that:

1. Opportunities will be provided for formal and informal communication between the College and whānau / families, including: at least two opportunities per year to meet the teachers, requested interviews, phone calls, and where appropriate, emails.
2. Teachers will respond to reasonable requests for feedback from parents / caregivers.
3. Feedback may be oral or written, and will include at least two formal reports per year commenting on the student's effort, abilities, and achievement.

Reporting to the school community

The Board expects that the school community will receive a range of reports on different aspects of the school's performance, including student achievement. The Board expects that reporting to the community will be:

1. Regular – at least two times per term
2. Accessible – in a form people can understand and access
3. Contextualised, analysed and discussed
4. Referenced to benchmarks and NCEA Achievement Based data where appropriate
5. Inclusive – reporting to Māori iwi/hapu and whānau and to equity groups.

Reporting to the Ministry of Education

The Board of Trustees will meet all Ministry of Education reporting requirements regarding Chartered and Annual Reports.

Supporting Documents

The Principal or delegated staff will uphold this policy through new or existing procedures and practices which will be reviewed on a regular basis. These and the following associated documents will be readily available at Paraparaumu College:

- Reporting calendar
- Reports to students and parents
- Paraparaumu College Annual Report

Delegations

Responsibility for the implementation of this policy at an operational level is delegated to the Principal.

Approval Dates: 28 April 2015

Review Date: 30 August 2016

Signed by the Chairperson of the
Board of Trustees on behalf

of the Board of Trustees

