

REPORTING TO PARENTS POLICY

School Vision: Developing the Character of God - Academic Excellence

Rationale

To establish good relationships between parents or caregivers, the child and the teacher is an essential part of learning. Assessment of students is incomplete without the information which parents / caregivers can provide. However it is recognised that not all parents / caregivers will participate in a parents / caregivers – teacher relationship. Trust and confidence in working together needs to be gained first. Approaches to parents / caregivers need sensitivity and appropriateness.

Purposes

- To share information gained about a student's learning, his/her attitudes, social and emotional development, behaviour and relationships with others.
- Appropriate and relevant, curriculum goals are shared between teacher and the parent/ caregiver.
- To identify a child's strengths and weaknesses so that decisions regarding future action can be made.
- To provide informal opportunities for parental participation in school activities with a view to developing a strong two-way partnership.

Guidelines

- Informal opportunities, taking into account cultural sensitivities will be provided early in the first term, early evening sports events/ barbecues, hui.
- Samples of children's work and a brief summary (in checklist form) will be used as a basis for discussion at parent / caregiver interviews in June.
- A detailed written appraisal of a child's progress and development will be prepared at the end of term two (June). This will be a clear, simple, constructive report that is meaningful to the parents / caregivers.
- The parents / caregivers of the pupils with special needs will be regularly invited to a multidisciplinary conference allowing them to be involved in the evaluation and planning of future programmes.
- The parents / caregivers of the children involved in the Reading Recovery programme will be regularly invited to view the programme enabling them to develop a greater understanding of the reading process.
- When a child is causing concern at school, their parents / caregivers will be contacted. In this way a plan of action can be formulated to deal with the problem. Specialist services will be involved if necessary.
- If parents / caregivers are concerned over an issue, an open door policy is in action throughout the school.
- During the year many informal opportunities related to school/ class activities arise (cultural show, trips, camps, special days, sports events). These are all good opportunities for parents / caregivers and teachers to interact.

- Teachers are encouraged to make frequent and informal contact with parents over both positive and challenging issues. In some case it may be appropriate to visit parents at home.
- Face to face communication can be more effective than written communication and will promote a feeling of mutual responsibility. For the progress and development of the children.
- Teachers should use a variety of methods when reporting to parents.
- Reporting should be brief and constructive:
 - Be positive in tone.
 - Be responsive to cultural and language needs.
 - Recognise student strengths and interests
 - Comment on attitudes, values, skills and knowledge
 - Inform clearly about actual student progress and achievement.
 - Be easily understood
 - Be presented in a professional and meaningful manner that is appropriate for the age and stage of the student.

FORMULATED BY: Rotorua Seventh-Day Adventist School Board of Trustees

APPROVED: Board Chair, Maraea Van Gent _____

BOT REVIEWED: 5 April 2017
November 2012