

NORTHERN SOUTHLAND COLLEGE

Reporting to Parents and Caregivers Policy



Rationale:	The partnership of Northern Southland College and parents/caregivers in a student's education is essential. Effective communication is a fundamental part of this and involves students, parents, caregivers, school staff and the Board of Trustees.
Reference:	<p>National Administration Guideline 2 The Reporting to Parents and Caregivers Policy relates to:</p> <ul style="list-style-type: none"> • The College Charter • The College Annual Strategic Plan • Student Assessment Policy • Curriculum Delivery Policy • Community Consultation Policy <p>The Reporting to Parents and Caregivers Policy relates to these procedures:</p> <ul style="list-style-type: none"> • Student Assessment Procedures • College Departmental Review • Curriculum Plan • Community Consultation • Student Consultation
Purpose:	<ol style="list-style-type: none"> 1. To foster a spirit of genuine family interest, concern and participation among the students, parents, caregivers, staff and the Board of Trustees 2. To notify parents of important events in the life of Northern Southland College 3. To regularly inform parents of their students' progress, current levels of attainment, and recommendations to assist in future improvements at Northern Southland College
Procedures:	<ol style="list-style-type: none"> 1. Formal written reports to parents or caregivers on student achievement will be issued, and be correct, accurate, appropriate, positive, meaningful and detailed: <ol style="list-style-type: none"> a. All written reports will be directed mainly to the parents or caregivers b. Report comments will be grammatically correct, with correct spelling c. Reports will follow the standardised format d. Sentences should be kept short e. Comments should <ol style="list-style-type: none"> i. be presented in such a way as to be meaningful to parents ii. be accurate, appropriate, positive, detailed and dignified iii. include next steps required for progress in learning, achievement and behaviour iv. include attendance data f. Staff must ensure that their reports are proof-read and corrected before submission to the Principal g. All written reports will follow the Report Writing Guidelines which are available on request h. Reports will remain confidential to the student, his/her parent or caregiver and the school, and will remain on KAMAR

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	<ul style="list-style-type: none"> i. Students and parents or caregivers will have access to reports and achievement data through the KAMAR portal. <p>2. Juniors</p> <ul style="list-style-type: none"> a. Full academic reports will be issued at the end of Terms 2 and 4 b. Reports will indicate Overall Teacher Judgements in relation to <ul style="list-style-type: none"> i. progress with Key Competencies ii. academic achievement in Learning Areas in relation to National Curriculum Objectives iii. the ability level of the student iv. Year 10 reports may also indicate achievement in selected NCEA Achievement Standards v. Students with special needs will be reported on using the appropriate report format <p>3. Seniors</p> <ul style="list-style-type: none"> a. Full academic reports will be issued end of Term 2, and a progress report will be issued directly after school examinations in Term 3 b. Academic reports will report on student achievement <ul style="list-style-type: none"> i. in relation to National Curriculum Objectives with regard to NCEA progress ii. in relation to the ability level of the student iii. NCEA progress reports based on the current NCEA record of credits will be issued and discussed with students monthly during Terms 1, 2 and 3 iv. Students with special needs will be reported on using the appropriate report format <p>4. Fortnightly Reports will be issued to all parents and caregivers by email (paper copies available on request)</p> <ul style="list-style-type: none"> a. Fortnightly Reports will be based on <ul style="list-style-type: none"> i. Effort ii. Preparedness iii. Willingness to Learn iv. Positive interactions with other students and staff <p>5. Formal and informal contact between parents or caregivers and school to keep parents informed of student progress and development</p> <ul style="list-style-type: none"> a. KAMAR Parent portal b. The school will invite parents or caregivers to 2 report evenings per year in mid Terms 1 and 3 <ul style="list-style-type: none"> i. parents or caregivers should preferably make appointment bookings on-line, using the link provided – otherwise with the school office if the link is unavailable ii. Discussions with teachers should be student-led and kept within the allotted time-frame iii. Discussions should be aimed at determining next-steps, goals and/or remedial actions required iv. Parents or caregivers may use the opportunity to talk with specialist staff and/or College management
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- v. If necessary, parents or caregivers should use the opportunity to arrange further conversations with particular staff
- vi. Report evenings are not intended to be used to air complaints – parents or caregivers and students are expected to follow the College complaints procedure to do this
- c. Tutor Teacher contact
 - i. Tutor Group teachers will normally contact the parents or caregivers of each of their students once per term in Terms 1, 2 and 3
 - ii. Parents or caregivers of new students are to be first contacted 3 weeks after they started at the College
 - iii. Teachers will use the opportunity to
 - 1. determine whether or not there are issues to be dealt with
 - 2. Relay staff commendations and/or concerns about the student to the parents or caregivers
 - 3. Relay any important information to the parents or caregivers
 - 4. Confirm latest contact details
 - iv. Parents or caregivers who are working to resolve student concerns and issues should contact the Tutor Teacher as well as any other staff member concerned to keep them informed
 - v. As soon as staff relay concerns about student progress and absenteeism to Tutor Teachers, they will contact parents or caregivers and inform them of the situation
- d. Other staff contact
 - i. If necessary, individual teachers, Heads of Department, specialist staff and College Management may also make direct contact with parents or caregivers to inform them of progress and/or behaviour issues, and work towards a resolution
- e. Parent or caregiver-initiated contact with the school
 - i. Parents/caregivers are welcome at the College
 - ii. Parents or caregivers must work through the front office to make appointments to meet with staff, unless the matter is critical or an emergency, in which case Senior Management will assist them immediately without an appointment
 - iii. Parents or caregivers visiting the school must sign in at the front office first
 - iv. Parents or caregivers may contact staff directly through school email or by planned telephone conversation during school hours
 - v. Teachers will endeavour to respond in an appropriate way within 24 hours of parent contact

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ADOPTION OF POLICY

The Adoption of Northern Southland College **Reporting to Parents and Caregivers Policy** was minuted during the Board Meeting held on **24 September 2018**.

Signed: 
_____ **BOT Chair**


_____ **Principal**

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