

# Reporting on Student Progress

## **Rationale**

Greymouth High School will ensure that parents/caregivers have access to information detailing the learning progress and achievements of their child as well as their child's involvement in and contribution to the wider life of the school. Reporting is intended to assist the development of the student.

## **Guidelines**

1. Parents and caregivers will have reasonable access to the details of their child's progress at school.
2. Parents and caregivers may approach the school to discuss their child's progress at any time. This should be done in the first instance through the Form Teacher or Year Level Dean.
3. All information relating to students is subject to the provisions of the Privacy Act.
4. Formal written reports on each student's progress will be provided three times a year for juniors (Progress Review Term 1, end of Term 2 and Term 4) and twice a year for seniors (end of Term 1 and 3).
5. Profile reports on a student's progress may be written as required. These could be initiated from a specific enquiry from parents/caregivers.
6. Formal opportunities will be provided at least three times each year for parents/caregivers to discuss with individual teachers their child's progress.
7. The Maori community will be consulted to ensure that reporting on the progress of Maori students is effective.
8. Parental input will be sought on a regular basis to ensure that written reports and meetings with teachers are effective.

## **Signed**

\_\_\_\_\_ **Chairperson**  
\_\_\_\_\_ **Date**  
\_\_\_\_\_ **Review Date**