

# Reporting on Student Progress

## Rationale

Greymouth High School will ensure that parents/caregivers/students have access to information detailing the learning progress and achievements of the students as well as the student'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, caregivers and students will have reasonable access to the student'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 Whanau Class mentor 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 at least twice 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. Senior students will receive current NCEA credit printouts at least three times a year.
7. Formal opportunities will be provided at least twice each year for parents/caregivers to discuss with individual teachers their child's progress.
8. The Maori/Pasifika community will be consulted to ensure that reporting on the progress of Maori/Pasifika students is effective.
9. Parental input will be sought on a regular basis to ensure that written reports and meetings with teachers are effective.

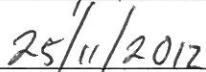
## Signed



Chairperson



Date



Review Date

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