Mount Nelson Primary School Reporting Policy

Guiding Principles

- Parents/carers will be informed about this agreement through: the school newsletter, a letter to all families and parent-teacher contact.
- Parents/carers will be informed as soon as possible if their child’s achievement level, rate of progress, or behaviour differs noticeably from past performance.
- Reporting will be clear and open communication, which may include phone calls, notes or diary entries, parent/carer-teacher discussions, and formal written reports.

Reporting Schedule

Early
A) A Parent/Carer information session that may include information on: class and school routines; specialist programs; communication protocols; some key concepts for study; opportunities for parent/carer involvement; teacher policies and behaviour management.
B) A very short Preliminary statement issued around Easter to let parents know how their child is settling in and alert them to any concerns.

Mid-Year (August)
A) A full written report to parents/carers. This will include:
   - Ratings on Mathematics, English, History and Science
   - Teacher comments on the above
   - Teacher comments on the Arts (Music, Art, Drama), LOTE and Health and Physical Education
   - Other general comments
B) An invitation to attend a parent/carer teacher meeting covering:
   - A discussion of issues arising from the report described above
   - Results of any school based assessment programs, where applicable
   - Issues raised by parents/carers

On-going
Parents/carers will be invited to attend meetings to receive and discuss information provided by system level monitoring. This may include: Year 3 and 5 national English and Mathematics tests, Kindergarten Checklist and PIPS data where appropriate.

End of Year (December)
A written summary report that will incorporate:
   - Australian curriculum
   - Personal and Social skills development
   - Attendance
   - General Comments

Parents/carers will be offered an opportunity to respond to these reports in the week following their issue.