

# **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.