

## REPORTING POLICY

### 1. Rationale

1. The Papakura High School Board of Trustees, with the principal and the staff is required to report to:
  - (a) students and their parents on the achievement of individual students,
  - (b) the community on student progress and achievement as a whole and for particular groups, including the achievement of Maori and Pacific students against agreed plans and targets,
  - (c) maintain effective links between the school and its community.

### 2. Purpose

1. The Board with the Principal and staff is required to provide regular accurate and evidence-based information to inform communication with students, parents and the wider community on student achievement.
2. The Board will foster positive and mutually beneficial relationships with its community groups, and will fulfill its legal requirements to consult specific community groups.

### 3. Guidelines

- (a) All reporting shall comply with the requirements of the Education Act 1989, the Privacy Act 1993, and the National Administration Guidelines.

#### 3A Reporting to individual students and their parents

- (a) The Board, through the Principal and the teachers are required to use good quality assessment information to prepare reports to students and their parents on students' progress and achievements across the National Curriculum.
- (b) The reports are to be written in plain language and should be available at least twice a year.
- (c) Communication between teachers, students and their parents will be ongoing throughout the year and will include text messages, logs, online feedback (eg. via google docs), senior and junior report conferences, written reports, the electronic portal and student profiles.

#### 3B Reporting to the community

- (a) The Board will report to and actively seek to engage parents and local communities in the education of their children.
- (b) The Board will use relevant community processes to consult with the school's diverse communities with the aim of building and strengthening partnerships between the school, families and communities.

- (c) The Board will report annually to the community on progress and achievement of students as a whole, and of groups identified in the school annual targets.

This policy will be reviewed every three years in line with the triennial board elections.

Reviewed & Ratified: Term 2, 2018

Next review date: Term 2, 2021

Signed: 

Designation: Chair BOT