

19. Reporting to Parents

19.1. Reports

Botany Downs Secondary College reports are accessed via the Parent/Student Web Portal.

ONGOING REPORTING

All results from subject assessments and NCEA internal assessments are updated on the Web Portal. Ongoing formative comments from teachers to students are added with the intent of promoting further student learning. This is generally once a term. More formal reports are completed three times a year, followed by opportunities for student/parent teacher conferences. Parents receive an email alerting when formal reports have been uploaded.

- **Interim/progress report:** Key competency grades representing how students have settled into their learning at the start of year.
 - Junior and Senior reports uploaded in March

- **Mid-Year and end-of-year reports:** Key Competency grades and tutor and/or whanau comment with an assessment summary of grades achieved to date.
 - Junior and Senior Reports Uploaded in June
 - Years 11-13 reports uploaded November
 - Junior reports uploaded December

19.2. Conferences

Student/Parent/Teacher (SPT) conferences will take place following the interim and mid-year reports (dates to be confirmed).

- **Interim/progress SPT conferences: March / April**
- **Mid-year SPT conferences: : June / July**

In addition, an opportunity for parents of students at risk of not achieving NCEA in their course before and after the Term 3 senior exams. Dates will be confirmed.

Parents/caregivers are invited to contact whanau leaders or subject teachers by email or phone whenever they have a query. Refer to [Staff Directory](#) at www.bdsc.school.nz for details.

If you have comments/issues regarding the College reporting, please contact Mrs. S. Clark, SMS Administrator. Email: s.clark@bdsc.school.nz or phone: 272 2310, ext. #462.