



REPORTING ON STUDENT ACHIEVEMENT PROGRESS POLICY

NAG 2

Rationale:

The statutory requirement to report to parents/caregivers on the students’ progress is detailed in the Education Act and also under NAG 1. We seek to ensure that all parents and caregivers have access to relevant information regarding Student Achievement at the College. This can best be provided in a spirit of co-operation with responsibility shared between the College and the Community.

Purpose:

1. To ensure the Vision of the College is maintained and enhanced;
2. To ensure parents have reasonable access to their son’s / daughter’s details of progress at school in each subject area;
3. To ensure that the specific needs of each student may be identified and met;
4. To assist with developing links between the College and whanau;
5. To fulfill statutory obligations.


Guidelines:

1. There will be clear procedures in place which relate to this policy, published annually.
2. Reporting on students key competencies, academic progress and their co-curricular involvement will be provided at least twice annually.
3. The Web Portal will provide parents with ongoing opportunities to view specific individual data and achievement.
4. Specific opportunities will be provided twice a year for parents or caregivers to discuss their child’s progress with teachers.
5. Approaches to discuss a student’s progress, other than formal times, must be made to the relevant Whanau Leader, Heads of Learning and/or Subject Teachers concerned.
6. All information relating to students is subject to the Privacy Act provisions.
7. The Principal will report annually to the Board of Trustees on student achievement in a way which clearly identifies the difference the teaching at the College has made. This will be done in groupings e.g. ethnic, Year Level, Subject and Gifted and Talented. [Data which uses relevant benchmarks will be presented so that students are not identified by name.] Data will be aggregated and benchmarked to ensure students’ identities are protected.

Procedures for Implementing Policy:

1. Subject teachers will provide regular feedback to students that is clearly understood, relates to the level of achievement and supports further progress.
2. Each student will receive three formal reports in a year; one progress evaluation and two full written reports.
3. Teachers should attempt to be positive and constructive in their comments.
4. Electronic copies must be kept of the two full written reports for future reference by staff and/or students.
5. Student-Teacher-Parent Conferences will be held after the first assessment report and again after the first full written report.

Review schedule: Tri-Annual	Reviewed	Next Review Date
Initial table of document	August 2004	
Revised	October 2004	March 2007
	March 2007	June 2008
	March 2010	March 2013
	July 2016	June 2019
	June 2020	June 2023

Board Chair Signature	
Date	June 2020