

# REPORTING POLICY



## PREAMBLE

The staff at St Columba College is committed to working with parents in the education of their children. Therefore, as professional educators we seek to ensure that parents are informed about student progress through a variety of methods of reporting.

### 1. Aims

- In all our reporting methods we seek to provide honest information about a students' progress.
- We seek to base our reporting system on objective material rather than subjective impressions.
- We seek to provide a variety of reporting procedures during the course of the school year.
- We seek to use reporting methods to better help students become aware of their own progress.

### 2. Types of Reporting

A variety of reporting methods will be used throughout the course of the school year. Each method of reporting will inform parents of the student's progress:

- Homework Diaries - Written notes between College and home and visa versa.
- Book Marking - Teachers will mark written work and often comment in students books.
- Merit Certificates - Presented at fortnightly assemblies for special achievement.
- Student Work Displays - Examples of student work will be displayed in classrooms, and other areas as appropriate.
- Notes to Parents - Specific notes are sent home as appropriate, including notification of detention.
- Parent/Teacher Discussions
  - Formal discussions between parents and teachers once per year (mid year).
  - Informal discussions will be held as requested by either the students teacher, the parent or the principal.
  - Phone conversations are also a means of parent/teacher discussion.
- Student Port Folio - Ongoing examples of student work in a range of curriculum areas.
- Formal Written Reports - Distributed twice yearly (mid and end of year).
- Information Evening - A teacher led discussion - early in Term 1 to explain curriculum and expectations.

### 3. Schedule of Reporting

Term 1                      Parent Information Evening

- \* Informal Discussions
- \* Student Portfolios
- \* Diaries
- \* Merit Certificates
- \* Book Marking
- \* Work Displays

Term 2

- \* Informal Discussions
- \* Student Portfolios



- \* Diaries
- \* Merit Certificates
- \* Book Marking
- \* Work Displays
- \* Formal Written Report
- \* Formal Parent Teacher Discussions (compulsory)

#### Term 3

- \* Informal Discussions
- \* Student Portfolios
- \* Diaries
- \* Merit Certificates
- \* Book Marking
- \* Work Displays
- \* Formal Parent/Teacher Discussions (optional)

#### Term 4

- \* Informal Discussions
- \* Student Portfolios
- \* Diaries
- \* Merit Certificates
- \* Book Marking
- \* Work Displays
- \* Formal End of Year Written Reports

#### **4. Review of Reporting**

- The review of our reporting system will occur every third year.

1997 - Developed, 1<sup>st</sup> Review 2000.