



# Timaru Christian School Procedures

## **RPR3 - Reporting to Parents**

Our desire is that each student will reach their God given potential and we understand a close partnership between home and school is crucial in this endeavour. Parents can see the teacher before and after school, however, if they want to discuss any concern they should make an appointment, to avoid disruption to the teaching programme.

To ensure parents have a clear understanding of their child's progress during the year the following occurs:

- An initial interview is held towards the end of the first term. This interview covers the student's academic progress and their attitude towards learning as they settle into the class. The parents, teacher and student work together to form goals for the student to work on over Terms 1&2.
- In Term Three the school holds another set of interviews to review progress and set goals for the second half of the year.
- After 20, 40, 60, 80, 100 and 120 weeks of schooling, a child's parents will receive a written report outlining their progress, next steps and achievement based on curriculum levels. The report will be sent home at the end of that term.
- At the end of Terms 2&4 a formal report is sent home which gives a snapshot of where each student is on their academic journey at that time and reports their progress or achievement in relation to curriculum levels.
- Aside from the formal reporting process, each student has a communication book. This is a vital link between home and school. Comments are made from the teacher and/or student as required.

## **Reporting to the Wider Community**

- School-wide curriculum level data will be reported to the Board of Trustees, parents and the wider community in Term Four of each year in the newsletter.
- The principal will present assessment data to the Board of Trustees at mid-year and end-year as well as data collected as part of curriculum reviews, as per the review schedule.

Date of last review: Term 2, 2018  
Date of next review: Term 2, 2021

Signed \_\_\_\_\_