



# St. Joseph's Catholic School, Grey Lynn

Established 1884

## POLICY: REPORTING TO PARENTS

### PURPOSE

The statutory requirement to report to parents/caregivers on their child's progress is detailed in the Education Act and also required under NAG 1. We seek to ensure that all parents and caregivers have access to relevant information regarding their child's achievement at school.

### GUIDELINES

- 1) Parents and caregivers will have access to their child's details of progress at school
- 2) Notice of access to information should be given by a parent or caregiver to the school allowing sufficient time to collate relevant information
- 3) Formal reporting, in written form, on a child's progress will be provided during the year
- 4) Approaches to discuss a child's progress should be by appointment
- 5) All information relating to students is subject to the Privacy Act provisions

This policy is written in conjunction with the Special Character Policy.

### CONCLUSION

All aspects of children's learning will be enriched through the confident use of information technologies.

<u>APRIL Review (Even Year)</u>			
COMMENTS (select from): Approved / Ratified / to be amended / to be rewritten			
Year	Comment	Action	Signed
2018	updated		RMSwey 11-12-18
2020			
2022			
2024			

**This policy will be reviewed according to the Board's Effectiveness Review Programme**

  
 \_\_\_\_\_  
 Chairperson

18/12/18  
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 Date