Glamorgan School

Reporting to Parents and Caregivers

Rationale

Provision of information to parents and caregivers concerning students' learning progress and attitude, is a statutory requirement for schools. A two way process of communication between parent/caregiver and teacher is considered essential in enhancing a student's ongoing learning.

Purposes

1. To provide formal and informal opportunities to report students' progress and achievement to parents and caregivers.
2. To gather information from parents and caregivers to help assist and enhance children's learning.
3. To enable parents and caregivers to make informed judgments about their children's learning needs, to be able to reinforce positive attitudes and pursue common goals.
4. To ensure the confidentiality of all communication between school staff, student and parent/caregiver.

Guidelines

1. To help establish effective communication and facilitate understanding of class programmes, organisation and practices, an Information Evening will be held for parents and caregivers early in Term 1. A written Information Sheet from each Team will support this.
2. Parent/Teacher Discussions will be held approximately week 8 of Term 1 and approximately week 4 of Term 3 for parents/caregivers and teachers to share information. A Pre-Discussion comment sheet will precede these.
3. Parents and caregivers of children with Individual Education Plans (IEPs) will be invited to attend a formal IEP meeting two weeks prior to scheduled Parent/Teacher Discussions. Please note: these will be in lieu of Parent/Teacher Discussions.
4. In Term 4 each year a formal End of Year Report will be sent home to parents/caregivers.
5. Parents/caregivers, the Principal or Teacher may request a conference at any time considered necessary.
6. Curriculum information evenings may be held when there is a need to inform parents/caregivers of particular programmes being implemented.

Signed: _____

Date: _____

Review date: _____