Kimbolton School

REPORTING TO PARENTS/CAREGIVERS POLICY

**RATIONALE**

Student's learning and development is best enhanced by co-operation between parents/caregivers, and teachers.

To communicate information to parents about their children’s progress, achievements and attitudes

**GUIDELINES:**

1. Parents are encouraged, at any reasonable time, to discuss their child's progress with their

 classroom teacher. Parents/caregivers should ring, text or email to make an appointment.

2. Teachers use a Communication Book to keep parents informed.

3. Informal communication will be ongoing between school and home.

4. Community days will be encouraged to provide parents and caregivers opportunity to view students class work.

5. Formal opportunities for interviews will be held in term 1 and again in term 3.

6. The term 3 interview may involve the student, parents/caregivers and teacher. Students are

 encouraged to share their work and achievements with their parents/caregivers

 and set goals.

7. An interim written report will be issued to all students at the end of term 2 each year

8. A full report will be issued to parents/caregivers at the end of term 4 each year.

9. End of year reports also include information on academic, social, physical and sometimes

 emotional development.

10.Parents are encouraged to share their thoughts and feelings about their children’s progress

11.Written reports may also be issued as required for application to boarding and / or

 secondary school or when a special need arises.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_