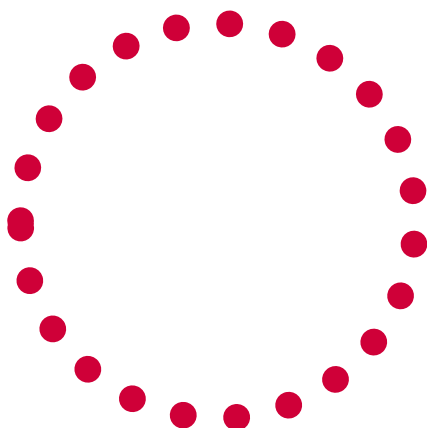
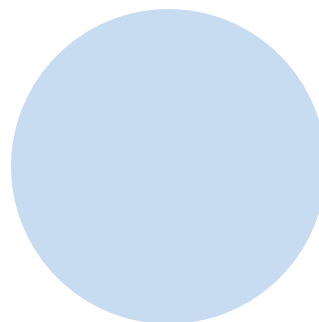


# Reporting and Parent/Carer Communication of Student Achievement

Tullimbar Public School



# Student Academic Reports and Communication of Student Achievement Procedures

Audience – Executive, Teaching Staff, Administrative Staff, Parents/Carers

Version 1 – 22 August 2023

## 1. Purpose

This policy outlines the guidelines and procedures for the provision of Student Academic Reports and parent/teacher interviews within Tullimbar Public School in accordance with the requirements set forth by the New South Wales (NSW) Department of Education. The policy aims to ensure effective communication between teachers, parents/carers, and students regarding academic progress, learning behaviours, and social/emotional development.

## 2. Report Schedule

2.1. Student Academic Reports will be provided in Term 2 and Term 4.

2.2. Interim reports, which are a snapshot of student learning behaviours, will be issued in Term 1. These interim reports will not include grades for Key Learning Areas (KLA's) but will provide valuable feedback on student learning behaviours.

2.3. Parent Teacher Interviews will be offered at the end of Term 1 and Term 3 to discuss the student's academic performance and overall development.

## 3. Parent/Teacher Meetings

3.1. Parent/Teacher Meetings can be arranged at the request of parents/carers at any time during the year to discuss emerging issues or concerns.

3.2. Teachers are encouraged to make regular contact with parents/carers to discuss academic progress, social/emotional issues, attendance and to foster positive teacher-parent relationships.

3.3. The school administration will provide appropriate channels, such as phone calls, emails, or face-to-face meetings, to facilitate communication between teachers and parents/carers.

## **4. Content of Student Academic Reports**

4.1. Student Academic Reports provided in Term 2 and Term 4 will include grades for Key Learning Areas (KLA's) using the A-E scale (for Year 1 – 6 students) as prescribed by the NSW Department of Education.

4.2. The reports will also include comments from teachers regarding the student's strengths, areas for improvement, attendance, involvement in school activities and overall effort and attitudes toward learning.

4.3. Reports will be completed in the school's designated student management system, such as Sentral or School Bytes, with due dates provided in each reporting period.

4.4. Reports will be clear, concise and written in a language that is easily understood by parents/carers.

## **5. Report Approval and Distribution**

5.1. Student Academic Reports shall be approved by Assistant Principals and the School Principal to ensure consistency and accuracy in grading, feedback and overall content.

5.2. Approved reports will be distributed electronically to parents/carers through the designated student management system. Printed copies will be provided upon request.

## **6. Confidentiality and Privacy**

6.1. Student academic reports are confidential documents and should only be shared with the intended recipients, namely the parents/carers of the student.

6.2. Teachers and staff members should handle student academic reports in accordance with the school's privacy policy and applicable privacy legislation.

## **7. Compliance with NSW Department of Education Requirements**

7.1. This policy aligns with the requirements and guidelines the NSW Department of Education set forth regarding student academic reporting.

7.2. The school will regularly review and update the policy to ensure ongoing compliance with the NSW Department of Education's requirements.

## **8. Policy Review**

This policy will be reviewed annually or as necessary to ensure its effectiveness and alignment with the NSW Department of Education's requirements.

## **9. Related Policies and Frameworks**

This policy is related to the following school policies:

- [Parent/Carer Engagement Policy](#)
- [Privacy Policy](#)
- [Assessment and Reporting Policy](#)

This procedure is to be read in conjunction with the above policies and frameworks.

Approved by:

Belinda Wallace – Principal

28 June 2023

Review Date:

28 June 2024