

GRACEFIELD SCHOOL PROCEDURES

Informing Parents/Guardians and Reporting on Pupil Progress

Procedures

1. Parents are invited to attend goal-setting interviews that are held early in term 1. The purpose of these is to set individualised objectives for students.
2. Parents are invited to attend a mid-year parent interview. The purpose of this is to inform parents of progress against goals set earlier in the year, and set new goals if appropriate. Other aspects of the New Zealand curriculum will also be covered.
3. Parents will receive a written report once a year. This is sent out in December and focuses on the following:
 - quality of work.
 - level of achievement.
 - personal qualities and social skills.
 - special skills and abilities.
 - attitudes and behaviour.
4. All reporting will be based on recorded and collected data and samples of students' work.
5. Parents may at anytime request a meeting with a teacher to discuss their child's progress if they have concerns. The time for this will be agreeable to both parties.
6. Parents are encouraged to make an appointment to see a teacher if they consider an issue is serious. The principal, deputy or assistant principal will attend any such meeting if the teacher or parent requests it.

Approved: November 08

Principal _____

Chairperson _____