

REPORTING POLICY

RATIONALE:

The College is required to report to students and their parents on the achievement of individual students.

PURPOSE:

1. To report regularly to parents / caregivers and students on progress and achievement.
2. To ensure reports reflect a professional standard.

GUIDELINES:

- 1.1 Formal reporting to parents will take place at least two times during the year.
 - 1.2 Parents / caregivers will be provided with the opportunity to formally meet with teaching staff at least twice per year.
 - 1.3 The college has an open door philosophy for parents / caregivers. Informal meetings are encouraged between parents / caregivers and staff whenever requested or a concern arises.
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- 2.1 School reports are formal professional documents. Standardised requirements for reporting will be stated in the Reporting Handbook and must be adhered to.
 - 2.2 Information on learners achievement and reporting must be managed in accordance with the Privacy Act (1993), the Official Information Act and NZQA requirements.
 - 2.3 The school (and staff) must take reasonable safeguards to protect personal information against loss, unauthorised access, disclosure or misuse.
 - 2.4 The principal (or representative) will review all reports before they are issued.

RELEVANT DOCUMENTS:

HPC Reporting Handbook

REVIEW: This policy shall be reviewed according to the Board of Trustees triennial programme of self-review (2011)

DATE CONFIRMED: 28 April 2008