



WAIKATO DIOCESAN
School for Girls

Reporting on Student Progress Policy

NAG 2 – Strategic Planning, Reporting and Self Review **Policy # 2.2**

Rationale

The statutory requirement to report to parents/caregivers on their child's progress is detailed in the Education and Training Act 2020 and also required under NAG 1. Waikato Diocesan School for Girls will make available to all students, parents and caregivers honest and open feedback and feed forward on students' achievement and progress through an effective reporting system.

Policy Statement

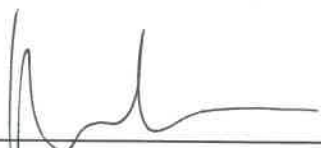
Waikato Diocesan School for Girls will:

1. Gather a range of data upon which to make evaluations.
2. Provide formative assessment feedback and feed forward in each curriculum area to students at regular intervals as they progress.
3. Provide summative feedback to students and parents/caregivers at regular intervals.
4. Provide information to parents/caregivers on students' co-curricular participation.
5. Engage in a three-way communication process involving the school, parents/caregivers and student.
6. Use formative and summative assessment data to track and monitor student engagement, progress and achievement.

Guidelines

1. Formative and summative assessment will be reported to students and parent/caregivers through the school reporting system, in a formal and informal format.
2. Data collected in the Student Management System will be used to track and monitor student engagement, progress and achievement.
3. Students and caregivers will be notified in the school newsletters, website, by email and/or other technologies about when they can expect to receive or access formal reports on students' progress and achievement.
4. Students who wish to appeal against any reporting feedback to parents/caregivers, whether it be of a formative or summative nature, will in the first instance apply to the Deputy Principal, Reporting and Priority Learners, who will take any appropriate action.
5. Parent/caregiver and teacher learning conferences will be scheduled at key times during the academic year. Students will be encouraged to accompany their parents/caregivers to learning conferences.
6. Parents/caregivers who wish to discuss a student's progress at a time other than those formal times must make an appointment, in the first instance with the student's subject teacher.
7. The Principal (or representative) will review all reports before they are issued.
8. All information relating to students is subject to the provisions of the Privacy Act 2020.

Adopted by BOT:




12/5/22

Signed (BOT Chairperson)

Date

Adopted by PB:



4.5.22

Signed (PB Chairperson)

Date

Previously reviewed March 2019

Reviewed: May 2022

Next review: 2025