



# CHRYSALIS STEINER SCHOOL

educating the whole child

## REPORTING POLICY

Chrysalis School teachers report to parents and students in relation to student learning. Feedback given to students may be of a more informal nature, whilst teachers provide formal, written reports to parents twice a year, using the primary school's reporting format. Teachers also provide parents with the opportunity to attend interviews to discuss student progress and welfare.

*"The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the Board of Studies for registration of the school."*

### Policy

Chrysalis School follows legislative and statutory requirements regarding reporting. The school will provide written reports to parents/guardians twice a year. The reports should meet the following standards:

1. Reports need to meet specified NSW BOSTES and legislative guidelines.
2. Student Reports should use plain language and be easy to understand.
3. Student Reports should show what a student is now able to do.
4. Student Reports should show students' progress.
5. Student Reports should show what is expected of students.
6. Student Reports should be constructive.
7. Student Reports are confidential and deal with the student's academic and non-academic progress.
8. Student Reports should be time efficient and manageable to prepare.

Chrysalis School will offer parents the opportunity to attend formal parent/teacher interviews once a year and to meet with teachers at such other times as may be necessary to discuss student progress and/or welfare.

### Reporting Procedure:

- ❑ Teachers will prepare a mid term and end of year report as directed by the Education Manager.
- ❑ Reports to be provided to the Educational Manager in electronic format.
- ❑ Copy to be filed in student records-hardcopy and electronic.
- ❑ Reports (originals) to be distributed via mail.
- ❑ Educational Manager has responsibility for ensuring reports are completed and distributed on time.
- ❑

<b>Policy Name:</b> Reporting Policy	<b>Date of Origin:</b> 2006
<b>Responsible:</b> Education Manager	<b>Review Date:</b> Every 5 years or as legislature dictates
Last Updated: 30 March, 2014	By Whom: Kelley McGlashan

**Location:**

Network- Z Drive/Governance/Policies 2014/Reporting Policy

**Attachments:**

Chrysalis School Primary School Reporting Procedure

Assessment and Reporting Guidelines– Primary School

Assessment and Reporting Guidelines - Middle School