

Communicating Student Achievement and Reporting to Parents Policy

Updated March 2018



WEST LEEDERVILLE
PRIMARY

The Department of Education requires all teachers to provide parents with a formal, written report twice each year. There is also a requirement that teachers will offer parents the opportunity to have a formal interview/meeting to discuss student progress on two occasions each year.

To ensure parents are well informed regarding their child's learning program and achievement at West Leederville Primary School each teacher will:

	Timeline
Hold a parent information session for the purpose of providing parents with information specific to their child's class and year level. The focus of the meeting is to allow parents the opportunity to hear about the curriculum to be offered and procedural matters that relate to daily classroom operation.	By Week 3 of Term 1
Provide parents with an Interim Report. This report is intended to give an early indication of how each child has settled into their class. It is not a detailed formal assessment of individual learning areas but rather an indication of performance in areas which underpin future learning and values. (Appendix 1)	In Week 7 of Term 1.
Offer all parents the opportunity for a formal interview/meeting regarding their child's progress. Keep anecdotal records of opportunities offered and meetings conducted. (Appendix 2)	By the end of Term 1.
Offer parents of all students who are not achieving at the expected standard, or who will be receiving a significantly different grade on their report, a formal interview/meeting.	By week 4 of Term 2
Complete Semester 1 Formal reports.	End of Term 2
Offer parents of all students who are not achieving at the expected standard opportunities for ongoing communication.	Throughout Term 3
Open their classroom during the annual school open night. This is an opportunity for families to view classroom displays and student learning in an informal environment.	Book week
Offer parents of all students who are not achieving at the expected standard, or who will be receiving a significantly different grade on their report, an interview.	By week 4 of Term 4
Complete Semester 2 Formal reports.	End of Term 4
Following the distribution of the year's final reports parents are provided the opportunity for an interview.	End of Term 4