

### GUIDELINES

1. Eketahuna School operates an 'open door' policy whereby the Principal/Teacher is available to discuss students' activities and progress on an informal basis at a time suitable to all parties.
2. Should the Principal/Teacher have concerns about aspects of a child's progress, attitude or there are on going behavioural issues that warrant it he/she will arrange a conference at school, to discuss possible courses of action that might help solve the problem.
3. The school has a set formal programme of reporting both orally and written.

#### **TERM 1** Parent/Teacher Interviews March or near end of Term 1:

These interviews would be relatively short (ten minutes) to give parents and caregivers an overview of student progress to date.

**TERM 2** End of Term 2: A mid year report which would give parents and caregivers an indication of further progress and how best they can help. Where appropriate the report will indicate students progress towards meeting National Standards.

**TERM 3** Mid-Year Interviews will take place during Week 2. These will be intensive and extensive and will last 15 minutes per child. Books will be available for the child's parent/caregiver to see and relevant, useful data will be available. The mid year report from term 2 will provide a useful point of reference for these interviews.

**TERM 4** There will be a comprehensive end of year report, which will go out near the end of term but allow enough time for parents to seek an interview before the school closes down for the year. This will allow time for any parent who may wish to discuss aspects of the report with their child's teacher to do so.

ALSO something to consider:

During the course of the year it can seem that sometimes teachers contact with parents are limited mainly to letting them know that little Johnny or Jane have misbehaved. Teachers should not forget that the opposite should also apply – if they have done something really good let the parents know this also. Parents will really appreciate this and it also helps when teachers are having to deal with them when things aren't so great. It also does wonders for children recognising that it really is worthwhile putting effort in and behaving – kind of positive consequences.

Signed \_\_\_\_\_ BOT Chairperson \_\_\_\_\_ Date

NEXT REVIEW DATE: 2014