



KAIPARA COLLEGE REPORTING POLICY

RATIONALE

- 1.1. The school will report to parents on the progress and achievement of students on a regular basis
- 1.2. Progress reports are not designed for employers.
- 1.3. Course completion reports or end of course reports are designed for use outside the school and family.
- 1.4. Reports will be accurate and fair.

GUIDELINES

- 2.1 A schedule of reporting to parents will be produced each year and reported on the school calendar.
- 2.2 All marks and grades will be reported accurately.
- 2.3 All comments will be balanced, fair and accurate.
- 2.4 Comments on a progress report should assist the parent in forming an accurate view of the progress being made. They should be positive as well as diagnostic, making clear areas of accomplishment as well as areas requiring improvement.
- 2.5 Where course completion or end of course reports are prepared comments will be confined to those appropriate to a final achievement report.
- 2.6 In the case of courses which lead to national qualifications marks, grades and comments will reflect the achievement and performance of the students against the national qualification standards of the course.
- 2.7 Form teachers and deans will check all reports before issue. Reports with inaccuracies or inappropriate comments will be returned for completion.
- 2.8 The contents of a report may be reviewed by the principal.
- 2.9 Students, parents and caregivers may appeal the marks, grades or comments made on a report. (see appeal procedures).

Reviewed: May 2018

Previous Edition: July 2016

Next Review: May 2020