Reporting to Parents Policy

Policy Classification		
Policy Number: 11/2015	Date of Origin: June 2010	By Whom: Principal
Policy Audience: Public Domain	Review Dates: February 2011 May 2013 March 2015 June 2019	Next Review Date: June 2021
Policy Approval: This policy was approved by the Board, August 2019		
This policy supersedes all previous policies relating to matters contained herein.		

1.0 Rationale

1.1 The staff at Oakhill College value the relationship between themselves and the parents of their students. Parents have the right to expect comprehensive, accessible, well-presented and accurate information on the achievements of their daughter or son. Teachers are expected to ensure their communication with parents is professional, honest, accurate and timely.

1.2 Oakhill College believes that quality relationships and good communications between home and school generate dialogue around a student's progress in academic, pastoral and spiritual domains. Such conversations allow teachers and parents to work together to support students and assist them in maintaining a clear direction and to achieve positive outcomes.

2.0 Guiding Principles

2.1 This policy is intended to ensure parents have appropriate access to information regarding the achievements of their children. It provides instruction to facilitate timely communication with parents throughout the school year via a range of appropriate mechanisms. These mechanisms include, but are not limited to: written semester reports, parent – teacher interviews, electronic communication via email and/or the parent portal, communication via telephone.

3.0 Policy

3.1 Written Semester Reports

3.1.1 Written academic reports are provided to parents electronically twice each year. Copies of academic reports are published in the Parent Portal which can be accessed by parents at any point during their child's enrollment.

- Year 12 Reports are issued late Term 1 and the latter half of Term 3, after the HSC assessment program is completed.

- Years 7 - 11 Reports are issued by the end of Term 2 and again at the end of Term 4.

- Year 7 only receive a 'Transition Report' at the end of Term 1 and Term 3.

All academic achievements reported in the semester reports are based on individual student performance in scheduled assessment tasks throughout the year. Results are reported both in terms of numerical results and the course performance descriptors for each course. Each faculty maintains a faculty handbook which details the procedures used by the faculty to determine the final grades awarded for each course.

3.1.2 Written academic semester reports include a cover page containing absentee details for the reporting period and a pastoral comment written by the Tutor teacher.

They also include one page for each subject studied which contains:
- Course outline
- Overall assessment mark (except Yr. 12 final Report)
- Course Average
- Achievement level (A – E) (except Yr. 12 final Report)
- Distribution of Grades (Yrs. 7 – 10 only)
- Rank in course (Yrs. 11 – 12 only)
- Performance in individual assessment tasks
- Achievement in course Learning Statements
- Commitment to Learning
- Recommendations for Growth

3.1.3 The College provides parents with an opportunity to discuss student reports during formal

parent-teacher interview evenings. Parents are able to contact the College to make an appointment time with any teacher they wish to speak with after receiving the report. At the end of the year, reports will be available prior to the end of term to allow time for parent contact before the end of the school year.

3.2 Parent-Teacher-Student Interviews

3.2.1 A formal parent-teacher-student pastoral and academic conversation is held toward the end of Term One each year

3.2.2 A formal parent-teacher-student interview evening is organised once per year for each year group after half-yearly reports are published to discuss academic growth.

3.2.3 Parents/carers can select which teachers they wish to speak with at the evening and confirm their own appointment times using the Parent Portal.

3.2.4 Teachers may request interviews with parents.

3.2.5 Students are encouraged to attend the interviews with their parents or carers.

3.2.6 If parents/carers require more time than the allocated interview time, they are invited to make a further appointment with the teacher(s) concerned at an alternative time which is convenient for both the parent and the teacher.

3.3 Parent Portal

3.3.1 Each parent or carer of a student at Oakhill College is provided with a unique secure login to the Oakhill Parent Portal. This login provides access to a wide range of personal, Academic and Pastoral information related to a student, as well as a variety of community information relating to general College life. The Parent Portal is the primary source of information and communication between the college and families.

3.3.2 A range of academic Information may be published in the Portal. This may include results and teacher's comments from assessment tasks, copies of official academic reports and other information related to assessment, teaching and learning.

3.4 Communication via Email, Telephone or Diary

3.4.1 Teachers are required, as necessary, to contact parents via email or telephone if any areas of concern arise throughout the school year.

3.4.2 Parents are able to contact teachers via email or telephone if they have concerns regarding their son or daughter. If teachers are unavailable due to their daily routine and teaching requirements, they will return calls to parents within 48 hours in normal circumstances.

3.4.3 Parents are able to write in their son or daughter's student diary comments or notes that are required to be shared with teachers.

4.0   Procedures

5.0   Policy Evaluation and Review

5.1 The Principal is to ensure that this policy is regularly monitored and revised in the light of requirements related to section 47 of the Education Act 1990 (NSW) and of the NESA requirements for the registration and accreditation of school the school.

5.2   The Reporting to Parents Policy is revised every two years.

5.0   Explanatory Notes and Definitions

5.1   Explanatory Notes

This Policy specifically addresses the requirements of the NESA Registered and Accredited Individual Non-Government Schools (NSW) Manual – January 2019 in the following areas:

- Section 3.3.1.2 Registration for Years 7 – 10 *"an overview of the process for reporting student"*

- Section 3.3.1.3 Registration for Years 11 and 12 *"an overview of the process for reporting student"*

- Section 5.1 Accreditation – Record of School Achievement *"an overview of the process for reporting student"*

- Section 5.2.1 Accreditation – Higher School Certificate *"an overview of the process for reporting student"*

6.0   Supporting Documents, Procedures and Guidelines

NESA registered and Accredited Individual Non-Government Schools (NSW) Manual.

ACE Website http://ace.nesa.nsw.edu.au