

# NORTHLAND SCHOOL



## Self Review Procedures Communication, Reporting and Consultation

### Board of Trustees Communication

The Board will communicate by:

- Opening its meetings to parents.
- Inserting notices in the weekly newsletter.
- Inserting notice of upcoming board meetings in the weekly newsletter, and making the agenda available on request at least three days before each meeting.
- Providing Board news bulletins following each Board meeting, including making the minutes available to the school community on request.
- Holding discussion meetings as appropriate
- Regularly posting new information of interest to parents on the school website
- Posting its policies and procedures on the website and making hard copies available from the office.

### Consultation

Where the Board is seeking feedback on issues, which require significant change or such issues are deemed to have a wider impact, the Board will from time to time consult the wider school community.

Feedback will be sought from the school community:

- As policies come up for review
- Every two years through a community survey
- Through termly meetings with the Whanau group
- On curriculum matters eg: PE and Health curriculum
- On strategic matters

### School Management Communication

- School management will communicate with the school community by:
- Issuing a weekly newsletter, available in hard copy, by email and on the school website
- Publishing an annual directory of student contact details for parents/caregivers.
- Publishing, on an annual basis, a handbook containing information about school organisation and programmes and making this available to parents/caregivers new to the school. This will also be available on the school website.
- Sending Team newsletters to parents/caregivers at the beginning of each term.
- Holding additional curriculum and information sharing meetings as required.

## **Reporting to Parents on Children's Individual Progress**

Student progress is reported to parents and caregivers by:

- Holding Individual parent/teacher interviews twice a year.
- Keeping records of agreed goals and courses of action. Parents will have access to records of academic achievement.
- Providing written reports for each student twice a year. The mid-year report will outline student progress towards National Standards and will include information on student achievement, progress against learning goals, next learning steps and suggestions for ways parents can help at home. The end of year report will summarise the year's progress as well as noting student achievement in relation to National Standards.
- Keeping individual student portfolios to provide a continuous and developing collection of each student's record of progress. These will be sent home at the end of the year for parents to view and comment. Each portfolio will contain a sample of handwriting, a completed piece of writing, a response to reading, an artwork of some form and two mathematics tasks or activities.
- Providing different interview situations for different year groups: Year four to eight students will be involved in a student-led conference at mid year. An interview will be held for New Entrants after the first six to eight weeks of school and will focus on how the child has settled to school.
- Encouraging teachers or parents who have concerns about aspects of a child's progress, behaviour or attitude to arrange an interview as necessary to discuss these concerns at a mutually agreed time rather than waiting for the twice yearly parent/teacher interviews.