

## Reporting Process

### Term 1

Early in the term a **Parent Information Night** is held. This is an opportunity to meet parents who are invited to the classrooms to hear general information about programs and class routines. This takes approximately 30 minutes and is followed by a whole school BBQ.

Towards to end of the term, **individual interviews** are held. Bookings are made through the office via the newsletter about two weeks prior. Office staff coordinate family groups. Confirmation notes are sent home to the parents. Teachers are given a list of the families attending. Interviews last 15 minutes and the siren is rung to indicate that it is time to finish. Senior staff are available for support if needed.

### Terms 2 and 4

**A written report** is sent home in the last week of Terms 2 and 4. The report includes a grade (A – E) for each Australian Curriculum area and a grade for effort. It concludes with a general written comment. Classroom teachers report on English and Maths. Specialist teachers report on their areas. Reception teachers do not receive an A-E grading. They receive Excellent, Good, Satisfactory, Partial and Minimal.

Teachers can access the report template in the <R> drive of the computer network.

Draft reports are handed into the principal approximately two weeks before they are due to be sent home. The principal reviews all reports and indicates any changes that are required. The final report is signed by the principal and teacher and given to office staff for copying, filing and to be put into named envelopes, ready to be sent home.

### Term 3

Towards the end of Term 3, teachers or parents may request **an interview**. Teachers directly contact parents they wish to meet. A note is placed in the newsletter inviting parents to request an interview. These interviews are usually held in week 9 and each interview lasts for 15 minutes.