

OKAIHAU COLLEGE POLICY: Reporting

PURPOSE:

There is a system for providing learners and caregivers with fair and regular feedback and written reporting on progress and final achievement, with an associated appeals procedure.

POLICY:

1. Information on progress and final achievement will be provided to the student and their caregiver(s) only.
2. The procedures of the Policy on Confidentiality will be followed.
3. Written reports will be issued three times per year. A parent interview evening will take place at least twice per year. Teachers will be available to caregivers for consultation at other suitable times.
4. Students or caregivers may appeal in writing, concerning results, comments or judgements in written reports.
5. Staff will endeavour to be constructive and supportive in the statements made in reports.
6. Students may request a written testimonial for specific purposes as required.
7. Assessment records will be completed and kept up to date.