

Sacred Heart School, Petone

**Procedures for Reporting to Parents**

1. “Right Now Reporting” for all students will be completed on LINC-ED the School Management System and all reporting will be digital
2. All parents of New Entrants will be offered a 6 week entry meeting
3. All parents will be offered the opportunity to meet with the teacher at the completion of the Six Year Nett testing
4. All parents will be given the opportunity to fill in an information sheet in February to share with their child’s new teacher. There will also be an opportunity to talk to parents about LINC-ED.
5. Teachers will introduce themselves with a letter and an outline of the class programme
6. Term 2 Week 9 or 10 optional Parent/Teacher Interviews will be offered. Parents of students causing concern and not making expected progress who have not requested an interview will be contacted by the class teacher.
7. Each term students in the Junior School will receive 5 comments on LINC-ED: Reading, Writing, Maths, Religious Education and Learning Celebrations which focuses on the Key Competencies and RISE Up.
8. Each term students in the Senior School will receive 6 comments on LINC-ED: Reading, Writing, Maths, Religious Education and Learning Celebrations(x2) which focuses on the Key Competencies and Inquiry.
9. Twice a year Year 4 -8 students will receive a RISE Values comment
10. Year 4-8 students will receive 1 extra-curricular post each year which will list everything they have been involved in that year.
11. Students in Years 4-8 will also post reflections each term.
12. Goals will be set for each student and outlined on LINC-ED
13. As goals are updated parents will see their child’s progress and achievement against curriculum levels on their child’s home page
14. Paper reports will not be issued at Sacred Heart School as there is a facility on LINC-ED where parents can print their own reports
15. Photos and examples of student work will also be added to LINC-ED to inform parents about their child’s learning.
16. Reporting will be in plain and easy to understand language.