REPORTING TO PARENTS POLICY

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<th>Policy Classification</th>
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<td><strong>Policy Number:</strong>   11/2015</td>
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<td><strong>Date of most recent review:</strong> March 2015</td>
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**Policy Approval:**
This Policy was approved by the Senior Leadership Team on 16 March 2015

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 reports are provided to parents via mail twice each year. A copy of all academic reports is also posted in the Parent Portal which can be accessed by parents at any time.

Year 12 reports are issued early Term 2, after the Half-Yearly examination block and the latter half of Term 3, after the HSC Trial examinations.

Years 7 – 11 reports are issued at the end of Term 2 and again at the end of Term 4.

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 contains a faculty handbook which details the
procedures used by the faculty to determine the final grades awarded for each course.

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

They also include one page for each subject studied which contains:

3.1.2.1 Course outline
3.1.2.2 Overall assessment mark (except Yr 12 final report)
3.1.2.3 Course Average
3.1.2.4 Achievement level (A – E) (except Yr 12 final report)
3.1.2.5 Distribution of Grades (Yrs 7 – 11 only)
3.1.2.6 Rank in course (Yrs 11 – 12 only)
3.1.2.7 Performance in individual assessment tasks
3.1.2.8 Achievement in course learning statements
3.1.2.9 Work habits and application
3.1.2.10 Teacher summative statements

3.1.3 The College provides parents with an opportunity to discuss student reports. 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 interviews

3.2.1 A formal parent-teacher interview evening is organised once per year for each year group. It is normally held in Semester 1.

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

3.2.3 Teachers may request interviews with parents.

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

3.2.5 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 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
includes 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 or telephone

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.

4.0 POLICY REVIEW

4.1 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 BOSTES requirements for the registration and accreditation
of school the school.

4.2 The Reporting to Parents Policy is revised every three years.

5.0 EXPLANATORY NOTES AND DEFINITIONS

5.1 Explanatory Notes

5.1.1 This Policy specifically addresses the requirements of the BOSTES
Registered and Accredited Individual Non-government Schools
(NSW) Manual - May 2014 in the following areas:

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

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

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

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

6.0 SUPPORTING DOCUMENTS, PROCEDURES AND GUIDELINES

6.1 BOSTES Registered and Accredited Individual Non-Government Schools

6.2 ACE Website http://ace.bos.nsw.edu.au