

Reporting to Students/ Parents/ Caregivers

Guidelines and Procedures

Parents / caregivers need to be informed of their children's educational and social achievements and of educational developments.

At West Park School:

- Written reports are currently made available to parents through student's SeeSaw accounts. Written reports are provided on the student's academic progress and social integration.
- There are interviews for all year 1-6 students early to mid-term 2.
- Interviews are also available to parents/caregivers on request by the parent/caregiver or class teacher.
- Written reports are sent home at the end of terms 2 and 4
- Reports should be easily understood by the parent/caregiver and free of jargon.
- Regular Team Term Newsletters are sent to parents/caregivers.
- The school's annual programme of reporting to parent/caregivers is published early each year.
- SeeSaw is used as an additional form of sharing student's work.
- In addition to the above:
 - All parents can expect to receive verbal reports on assessment carried out within 3-4 weeks of their child starting school at five years of age, and within 1-2 weeks of turning 6 years of age.
 - Parents of students involved in additional support programmes may also receive progress or discontinuing reports if appropriate.

Reviewed: APRIL 2021