



## REPORTING TO PARENTS' PROCEDURE

### AIM

The aim of the Reporting to Parents Procedure is to set out the procedure for parents to be informed of their child's learning. One of these measures is a formal report that meet School Curriculum and Standards Authority (SCSA) and Catholic Education (CEWA) system criteria and is provided twice a year.

At St Elizabeth's Catholic Primary School, the Semester Reports are constructed to SCSA and CEWA requirements.

Sources of Authority	
CECWA Policy	Education Policy
Executive Directive	Curriculum, Assessment and Reporting Executive Directive

### SCOPE

The Reporting to Parents' Procedure applies to all parents and caregivers of students from Pre-Primary to Year Six.

### PROCEDURES

#### Processes for Reporting

At St Elizabeth's Catholic Primary School, teachers regularly communicate with parents regarding their child's learning. Reporting to parents will be done both formally and informally throughout the year.

General processes that are used:

- Beginning of year Parent Information meeting
- Beginning of year Parent Information booklet
- Formal Parent/Teacher Interviews
- General discussions
- Class Communication Books
- Merit Awards
- Semester Reports
- Test Books
- Open Night
- Seesaw
- Email communication via SEQTA

# St Elizabeth's Catholic Primary School

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## Procedures for Semester Reports

Parents and caregivers are notified of reporting dates via the school calendar and newsletter at the beginning of the school year.

The Semester Reports are distributed electronically via SEQTA Engage at the end of the nominated day. Reports are generally available on the last Thursday of Term Two or Term Four.

Where practicable and possible reports are sent to nominated email addresses for those children whose parents share custody.

## Procedures for Formal Parent/Teacher Interviews

Formal Parent/Teacher Interviews will be offered to all parents and caregivers from Kindergarten to Year Six.

The formal interview may be face-to-face interview, phone interview or online interview and will be conducted at the end of Term One of each year. Parents and caregivers will be able to nominate a preferred time via the Parent Teacher Online Portal to participate in the formal interview.

Parents and caregivers will be allocated a maximum of fifteen [15] minutes for the interview. A follow-up interview may be necessary for some families and will be arranged with the classroom teacher or a member of the Leadership Team for a later date.

Authorised by	Principal: Rebecca Clarke		
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