



## Reporting to Parents Procedure

### 1. Aim

The aim of the Reporting to Parents Procedure is to set out the guidelines for parents to be informed of their child's learning. One of these measures is a formal report that meets Australian Curriculum Assessment Reporting Authority and Catholic Education system criteria and is provided twice a year.

At St Columba's Catholic Primary School, the Semester Reports are constructed to ACARA and CECWA requirements.

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

### 2. Scope

This procedure applies to all parents and caregivers.

### 3. Procedure

#### **Processes for Reporting**

At St Columba's Catholic Primary School, teachers regularly communicate with parents in regard to their child's learning.

General processes that are used:

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

**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 is 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.

Authorised by	Rebecca Clarke	Signature:	
		Date:	
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