



REPORTING TO PARENTS, WHANAU/FAMILY, CAREGIVERS AND COMMUNITY

RATIONALE

Both formal and informal communication is important in the establishing of good relationships between parents, caregivers, community and staff.

PURPOSE

1. To keep parents, caregivers, family/whanau regularly informed of what is happening in school, especially in regard to their child's learning.
2. For parents, caregivers and staff to be jointly involved in the development of the student's Individual Education Programme.
3. To ensure parents and caregivers are informed of their child's:
 - progress and development;
 - health status and behavioural changes;
 - cultural activities and awareness;
 - expenses, e.g. horse-riding, swimming, outings;
 - opportunities for community socialisation;
 - meetings concerning their child, including IEP meetings
4. To ensure parents and caregivers are aware of funding and procedures:
 - on-going Resourcing Scheme;
 - travel procedures;
 - transition plans;
 - Board of Trustees meetings

GUIDELINES

1. Reporting to Parents and Community

- Student progress and achievement towards IEP goals are reported against orally and in writing twice a year at the IEP meeting
- A written report goes home once a year celebrating student successes and reporting both progress and achievement towards IEP goals and general progress
- The Board of Trustees will report to the community and to the Ministry of Education annually against the targets in the annual plan, including the audited financial statement

2. Consultation and Family / Whanau involvement

- The Board will consult the community regarding policy and procedure development.
- The Board of Trustees will consult the community concerning the School Charter and any necessary review of the Charter

3. Family / whanau will be encouraged to participate in all school activities.

- The meetings of the Board of Trustees will be open to the public and family / whanau will be encouraged to attend
- The school has an open door communication policy in which teachers and therapists are readily accessible to parents, caregivers, whanau/family. However if a parent /caregiver needs to have a more detailed discussion a suitable time can be arranged with the teacher/therapist
- Communication will be through regular school newsletters, daily home school notebooks, telephone calls and e-mails
- Circumstances may make it more appropriate or suitable for teachers/therapists to visit parents and caregivers at home or an alternative venue. This can be arranged in discussion with the teacher/therapist.

4. Parents will be informed

- A draft annual plan will be tabled at the December meeting of the Board of Trustees. Copies of the approved Charter and annual plan will be available to the community via the school office and the school website.
- At the end of the financial year an annual report, consistent with the Government Annual Reporting Guidelines and a financial statement, duly audited, will be tabled and made available for public scrutiny at the school's office or at any other appropriate local places.

Signed:
Chairperson



Kimi Ora School Board of Trustees

Date:

31.5.14

Review May 2017