



Reporting Requirements

Bethania Lutheran School recognises the importance of working as a community toward the education and nurture of our students. Parents are important partners in this team. With this in mind our reporting policy aims to give clear, accurate and positive communication to parents so that as a community we may grow and develop our students to their best potential.

Reporting:

- provides clear information for future choices
- enables the particular gifts and talents of students to be recorded and shared
- traces the growth of independent learning, academic accomplishments and creative achievement
- provides information on teaching and learning directions
- facilitates teacher insight into individual needs and circumstances
- is a support for parents who are leading their children to responsible adulthood.

Bethania Lutheran School is committed to a variety of reporting formats both formal and informal. Informal reporting may include, but is not limited to; homework plans, communication books, emails, newsletters, student presentations and performances, informal teacher-parent discussions and information evenings. Formal reporting also takes two forms throughout the year.

	Term 1	Term 2	Term 3	Term 4
Parent-teacher interviews	✓		✓	
Academic Reports, including IEP Reports		✓		✓

Point to Note: Areas of concern should be communicated to parents directly via telephone or preferably, via parent teacher interviews. This communication should occur as soon as possible.

Parent/ Teacher Interviews

Records should be kept of all parent communications, particularly parent/teacher interviews. These records should include dates, times, the content of information communicated to parents by the teacher and relevant parent comments, questions and concerns.

Suggested areas for discussion:

Academic aspects – potential, achievement, strengths, weaknesses.

Attitudinal aspects – interest, motivation, concern for others.

Personal aspects – social/emotional development, initiative, independence, behaviour.

Spiritual aspects – interest and involvement in worship, Christian Studies etc lessons, Christian witness.

Additional assistance – Specialised help for Learning Enrichment, parent help and support, programs initiated at school.

The list is not all-inclusive, but should serve as a basis for profitable discussions. Be prepared. Know what you want to talk about. Have samples of student work on hand. In this way the most effective use of the allocated time will be made. Parents are encouraged to participate fully in the development & education of their child at Bethania Lutheran School and we value open and honest communication at all times.

Academic Reports

Formal, written reports should be a summary of student progress academically & socially, for that period. These reports should contain no “surprises”, important information should be communicated to parents directly prior to report writing. Teachers will be advised of due dates for report submission early in the term. Proofreading buddies will be assigned to ensure that all reports are proofread before submission to the Principal.

Parent Connection Evenings

These are conducted early in the school year and are designed to give parents an overview of such matters as subject content, teaching methodologies and parent roles in the educational process. (See “Parent Connection Night Guidelines”).

strong in **values**
strength in **character** *living hope*