



## Reporting to Whaanau Policy Year 7-13

### PURPOSE

This policy outlines how Te Kauwhata College communicates student progress and achievement to parents, caregivers, and whaanau. It ensures that reporting is meaningful, culturally responsive, and supports collaborative partnerships to improve learner outcomes.

### RATIONALE

Effective reporting helps students understand their progress and next steps, and strengthens the relationship between home and school. Whaanau play a vital role in supporting learning, and timely, clear communication is essential for student success.

### GUIDING PRINCIPLES

Reporting at Te Kauwhata College will:

- Be **learner-centred**, focused on progress, achievement, and next steps.
- Be **clear, honest, and accessible**, avoiding jargon and using plain language.
- Be **culturally responsive**, recognising the identity, language, and culture of all families.
- Support **ongoing learning conversations** between school, whaanau, and students.
- Be **timely, regular**, and provide opportunities for two-way communication.
- Reflect the **key competencies**, curriculum levels, learning dispositions, and values of the New Zealand Curriculum (NZC).

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## REPORTING EXPECTATIONS BY YEAR LEVEL

### Years 7–10

- Two **written reports** per year, showing achievement and progress across learning areas in relation to NZC levels and key competencies.
- Reports will include:
  - Curriculum progress and next steps
  - Attendance and engagement
  - Attitude to learning and learning habits
  - Literacy and numeracy achievement
- Two **opportunities for learning conferences**, such as:
  - Student-led conferences and/or Parent-teacher conversations
  - Whaanau hui (for specific cultural groups)
- Ongoing informal communication encouraged via emails, phone calls, and learning platforms (e.g., KAMAR, Google Classroom).

### Years 11–13

- Reporting aligned to **NCEA tracking and achievement**.
- Two **progress updates** per year, showing:
  - Current NCEA credits and grades
  - Progress towards qualifications and literacy/numeracy co-requisites
  - Internal and external assessment timelines
  - Learning behaviours and attendance
- One formal **subject teacher report** per year, summarising overall progress.
- Access to **online platforms** for live updates on assessment completion and results.
- At least one **academic conferencing opportunity** with whaanau and a mentor or academic advisor.

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## COMMUNICATION METHODS

- **Written Reports** – digital or printed formats, depending on whaanau preference.
- **Online Portals** – real-time progress, attendance, and feedback where possible.
- **Meetings and Hui** – in-person or virtual learning conversations.
- **Emails, Calls, and Notes** – used to share successes, raise concerns, or provide support.
- **Whaanau Surveys and Feedback** – to evaluate and improve reporting systems.

## INCLUSIVE AND RESPONSIVE PRACTICE

- Reporting will respect and reflect students' cultural identities, languages, and beliefs.
- Where appropriate, translations or bilingual support will be offered.
- Additional reporting will be offered for:
  - Maaori and Pacific learners (e.g., whaanau hui, fono)
  - Students with learning support needs (e.g., IEPs, SENCO updates)
  - Students at risk of disengagement or underachievement

## ROLES AND RESPONSIBILITIES

Role	Responsibility
Board	Monitor the effectiveness of reporting systems through policy review and community feedback.
Principal and SLT	Lead the development of systems and ensure consistency across the school.
Deans and Mentors	Monitor student progress and ensure follow-up with whaanau where needed.
Teachers	Report on student achievement and progress and initiate regular communication with whaanau.
Students	Participate in reflection, goal setting, and learning conversations.
Whaanau	Engage with reporting information and support learning at home

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## REVIEW AND EVALUATION

- This policy and associated practices will be reviewed every **three years** or sooner if national guidelines change.
- School-wide feedback from students, staff, and whaanau will inform ongoing improvements.
- Evaluation tools include whaanau surveys, reporting audits, and student voice.

## RELATED POLICIES AND DOCUMENTS

- Curriculum Policy
- Assessment for Learning Policy
- NCEA Assessment Handbook
- Te Tiriti o Waitangi Commitments

**Reviewed:** July 2025

**Next Review:** July 2028