

South Grafton High School Reporting Procedures

South Grafton High School provides opportunity for formal reporting in two forums.

- Parent/Teacher Evening Term 1 and 3
- Written Reports Term 2 and 4

Schools will provide parents/carers with a written report on their child's learning at least twice per year. The components of the written report will meet the [Policy Standards \(PDF 120.94 KB\)](#).

<https://education.nsw.gov.au/policy-library/policies/curriculum-planning-and-programming,-assessing-and-reporting-to-parents-k-12>

Term 1 and Term 3 Parent / Teacher evenings

- Parents/carers use Sentral/Communication/Interviews, to make appointments.
<http://10.219.32.20/interviews/>

Term 2 and 4 Teacher Written Reports

Reports are written to Department Guidelines <https://education.nsw.gov.au/policy-library/associated-documents/policystandards161006.pdf>

Procedures to ensure quality reports are being written:

- Dates set and put on calendar at the end of the previous year.
- All staff read Reporting Style Guide (School Intranet) prior to reporting period
- Teachers use Sentral Academic Reports and Markbook to generate reports.
- All staff to use Buddy system to check reports.
- All errors corrected prior to submitting to Head Teacher.
- Head Teachers check and return to Teacher to correct any errors if found.
- Changes made and reports submitted to Year Advisers.
- Year Advisers check. Reports with errors to be handed back to the Head Teacher for correction. Buddy checked again and sent back to Year Adviser
- Year adviser to pass reports onto Senior Executive. When they are ready to be printed and handed out to students. No errors should be in any reports at this stage.
- Senior Executive to proof read reports.
- Reports handed to students Week 10 and posted on Sentral.