



MARIST CATHOLIC SCHOOL

PROCEDURE: **Community Consultation**

Procedures

1. 3 way conferences will be held twice a year
 - During Term 1 - school holds a *Goal Setting* evening
 - During Term 3 - To discuss children's learning and progressEach interview is 10 minutes in duration.
2. Written reports assessing children's progress towards and achievement against curriculum levels will occur twice a year
3. The set interview times do not prevent either teacher or parent initiating an interview should the need arise at any time.

Guidelines for reporting to parents

1. Written comments should be constructively stated and clear for parents to understand
2. Comments will provide parents with honest information about children's present learning and what their next steps need to be
3. Problems should be identified early and the appropriate action taken with strategies in place for future action.
4. In the interview situation parents should be put at ease, and information shared about students expressed frankly and honestly.
5. Work samples and test results should be shared and explained.