

March 2020

Reporting to Families

Term 1:

Each term by the end of week 2, the class teacher will prepare a letter explaining important dates, main subjects to be taught, excursions and swimming times and other information for parents to receive. The letter will be presented to the Principal for agreement before it is sent home.

Teachers meet with parent/caregiver by week 8 of Term 1, to develop each students One Plan. The SMARTAR Goals developed by teacher and parent will reflect the sites 3 Strategic Direction. From 2019 – 2021 those three Strategic Directions are 1. Communication, 2. Numeracy, 3. Personal & Social Capabilities in the guise of Positive Behaviour Support System and Interoception. In 2019 staff decided to always have 4 SMARTAR Goals for each student with the fourth goal being a Literacy goal.

The DCP worker of a DCP student must be requested to attend the initial One Plan meeting. When the One Plan is completed and signed by Principal and parent please give a paper copy to Front Office staff to place in student file.

Parents and teachers will determine the method of communication they will use to inform parents as the student attains a SMARTAR Goal as agreed to in the initial meeting. For instance a note in SEESAW or a note in the diary.

Term 2 & 4:

Teachers will prepare a written report in Term's 2 and 4. The report is aligned to the Australian Curriculum Learning Areas and presented in a format which represents the ABLES sequential teaching and learning used throughout that semester.

The Report template is available on **T drive – reports.**

Attendance data will be sent home with each semester report.
Families will be advised of the students following year placement in semester 2 report package.

Ratified : March 2020

Review: March 2023