

**Policies**

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| Title | Report to Parents |
| Category | School Governance |
| Document ID | 3.8 |
| Version | 1.0 |
| Date | 10/1/25 |
| Purpose | **Copy of Student’s electronic Excel Logbook is signed by teacher and filed weekly in school records**  **The student Logbook is a continuing record of all student activities including teacher comments.**  **The student will have their current weekly version of their log on their laptop computers. In effect it is a private record restricted to student and the teacher and should be recognized as such by parents. This will be discussed with parents on enrolment.**  **Students maintain their Excel Log as a progressive folder.**  **End of term report**  **This document is the teacher’s formal report to parents.**  **Student Name:** [Student's Name] **Year Level:** [Year Level] **Semester:** [Semester]  **Overall Assessment:**  [This will be an Overall positive statement about the student's progress, including their strengths and areas for growth.]  **Subject Reports:**   * **[Subject 1]:** [Positive statement about the student's performance in this subject, highlighting their achievements and offering suggestions for improvement.] * **[Subject 2]:** [Positive statement about the student's performance in this subject, highlighting their achievements and offering suggestions for improvement.] * **[Subject 3]:** [Positive statement about the student's performance in this subject, highlighting their achievements and offering suggestions for improvement.] * **[Continue for all subjects]**   **Teacher Comments:**  [Additional positive comments from the supervising teacher, addressing the student's overall attitude, behavior, and participation in class.]  **Parent-Teacher Conferences:**  We encourage parents to schedule a meeting with their child's teachers to discuss their progress in more detail. Please contact the school office to arrange a time.  **Note:** Aerie College is committed to providing a positive and supportive learning environment for all students. If you have any concerns or questions, please do not hesitate to contact the school. |
| Audience | ESB  Student Parents or Guardians |
| Registration requirement | To satisfy the requirements of the ESB for registration as a school |
| Responsible person | Principal |
| Sign off by | Charity Board Chair, Capt Arthur Jones |
| Next review date | Sept 2027 |
| URL |  |