

<b>Policy Title:</b>	<b>COMMUNITY</b>	
<b>Approved by:</b>	<b>Board</b>	<b>Board Meeting: December 2023</b>
<b>Contact:</b>	<b>Leadership Team</b>	<b>Review Date: December 2026</b>

## **PURPOSE**

The purpose of this policy is to outline how Auckland Grammar School (School) communicates with the School community, and responds to the educational needs and wishes of the School community.

## **SCOPE**

This policy is applicable to all members of the School Board (Board), School employees, current students and their parents/legal guardians.

## **POLICY STATEMENT**

The School has ethical and professional responsibilities to communicate, and where appropriate consult, with its parent/legal guardian and student communities. This communication and consultation will largely be focused on the provision of services to enhance the educational outcomes for all students, including reporting on the progress and achievement of students.

The School's communications aim to inform, instruct and/or influence. Reporting to the School community will occur across various mediums and in different formats.

## **RESPONSIBILITIES**

The Board will ensure that:

- The School submits its Annual Plan and an Analysis of Variance to the Ministry of Education on an annual basis
- The School holds and makes available to the School community relevant policies and procedures, and that such documents comply with New Zealand law and are regularly reviewed
- Parent Representatives on the Board express representative parental feedback and act as conduits for presenting community perspectives on governance matters

The Headmaster will ensure that:

- The Rules & Regulations of the School are explicit and widely published
- School employees are aware of and assume responsibility for the implementation of relevant School policies and procedures
- Parental feedback is sought on an annual basis regarding operational functions and features of the School year
- Parent/legal guardians receive information regarding their student's academic progress, in writing, at least twice a year
- All official School communication provides legal guardians with an opportunity to seek further clarity
- Communications from members of the wider community are received, considered and responded to in a timely fashion

Staff members will ensure that:

- Content is provided to parents/legal guardians on an annual basis regarding their student's academic progress (including the progress and achievement of Māori students against the plans and targets in place to improve the progress and achievement of Māori students).
- Professional reporting obligations, as required by the Ministry of Education, the New Zealand Qualifications Authority and any other appropriate external organisation (including, but not limited to, the New Zealand Police and the Cambridge Assessment International Education) are met in full

## **RELATED DOCUMENTS**

Education and Training Act 2020