



## EXECUTIVE DIRECTIVE

All Staff  
All Parents

## REPORTING TO PARENTS

It is Athena School policy that teachers and staff be, at all times, approachable and willing to listen to and help parents and other stakeholders with regard to the education and pastoral care of our students.

While it is preferable that an appointment is made, parents and stakeholders are welcome to visit the school and speak with the teachers at any time out of class hours.

In this way, parents may be kept abreast of their children's progress through school on a regular, informal basis. We hold Parent Teacher Nights at the start of each year and encourage Parents to attend.

More formal reporting, by way of Report Cards, is carried out at the end of Terms 2 and 4 every year. We endeavour to ensure that all relevant parties receive copies of Report Cards (as in the case of separated families).

Approved by  
Executive Council  
The Athena School Ltd