



Procedure for Reporting to Parents

Sevenoaks Academy shall report on a regular basis the progress of each of its students to the student's parents/guardians, subject to these guidelines:

- At the start of each school year and when new students are enrolled in the school, Sevenoaks shall identify clearly its expectation about reporting student progress and communicate this to parents/guardians.
- Sevenoaks shall issue formal reports for each student in accordance with the schedule outlined in this procedure.
- At the time of his or her transfer to another school, each student shall be issued a formal report by Sevenoaks, if the student has been enrolled in the school for more than six weeks.
- If appropriate, a student's Educational Support Plan (ESP), a summary or an excerpt of such plan, may be attached to the report card.
- A copy of all formal report forms pertaining to a student shall be filed in the student's Ontario School Record file.
- Sevenoaks shall encourage ongoing communications on student progress with parents, guardians, and students through such strategies as phone calls, interviews, and sending home samples of student work.
- To promote good communication on student progress, an interview may be scheduled at any time during the school year at the request of the parent/guardian, or the teacher or principal.
- Parents/guardians shall be encouraged to bring their child to the interview.
- If a record of the interview is made, it shall be filed in the Ontario Student Record file and a copy of such report will be made available to the parent/guardian.
- For each student Sevenoaks Academy shall issue a Report Card:
 - During the middle of November
 - At the end of January
 - During the middle of April
 - After the last day of classes in June.