



# KATUNGA PRIMARY SCHOOL

## POLICY AND PROCEDURES FOR DISTRIBUTION OF ANNUAL REPORT

### **Rationale:**

The school annual report is required to be distributed annually to the school community and interested parties.

### **Aims:**

To ensure that the Katunga Primary School Annual Report is available for reading by any interested party.

### **Implementation:**

- The school annual report is placed on the school's website after it has been tabled and endorsed by School Council.
- Parents are advised in the newsletter that the Annual Report has been placed on the website and is available to view at the office for any interested party.

### **Evaluation:**

This policy will be reviewed as part of the school's triennial review cycle and/or DET recommendations.

### **Communication:**

Katunga Primary School has a process in place where it communicates its policies to staff, students, guardians, parents and the school community by placing its policies on the school website and making them available to anyone who comes into the office and requests to see them.

**Ratified:** This policy has been ratified by School Council in August 2018.