



PATTERSON LAKES PRIMARY SCHOOL

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No. 5190

P.O. Box 330, Patterson Lakes, 3197
Principal: Carole Mayes
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DISTRIBUTION OF THE ANNUAL REPORT POLICY

RATIONALE

To ensure that the community has access to the School Annual Report to keep informed of the activities of the school.

AIMS

To ensure that Patterson Lakes Primary School distributes the annual report to the school community annually.

IMPLEMENTATION

- The Annual Report shall be prepared each year in February using the DET template.
- The Report shall be tabled at School Council for discussion and ratification.
- A copy of this report shall be sent to DET as per the guidelines that are distributed to schools on an annual basis.
- The Annual Report will be uploaded to the school's website, and information shall be placed in the Newsletter referring parents to the website, and also informing them that hard copies of the report are available from the Office at the school.


EVALUATION

Guidelines are updated every 3 - 4 years as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, September 11th 2019.

Signed.....


School Council President

Signed.....


Principal