

# REPORTING

## POLICY

### Rationale:

- Accurate and comprehensive reporting of school and student performance aids in establishing open communication, helps to improve student learning, assists in establishing future direction, and helps to identify areas of exemplary performance, as well as those in need of support and assistance.

### Aims:

- To report school and student performance accurately and comprehensively.
- To improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance.

### Implementation:

- Schools are responsible for accurately reporting student achievement against the standards outlined in the Australian Curriculum to the students themselves, to parents, other teachers and schools, to School Council, and to the Department of Education.
- Each year our school will provide parents with two written Student Report Cards indicating their child's academic progress against Australian Curriculum standards and progression points. Where necessary, translations into other languages will be provided.
- The Student Report Cards will be generated using Department of Education provided software, and will include assessments against state-wide academic standards, an indication of strengths and areas requiring additional assistance, suggestions for support and extension strategies, areas beyond the Australian Curriculum (including attitude, participation, extra-curricular activities, social skills), and a student self-assessment.
- Staff will participate in moderation professional development involving assessment maps and annotated work samples so that staff can apply consistent judgements of student progress against the Australian Curriculum standards across the school.
- We will provide three formal parent/teacher interviews per year – an interview at the end of term one, and one interview and one interview at the end of term 3. Where necessary, interpreters will be provided.
- We will participate in the National Assessment Program - Literacy and Numeracy (NAPLAN) so as to gain information for staff, parents and students on students' progress in relation to the Australian Curriculum levels.
- We will provide in-services for parents on the Australian Curriculum, the Student Report Card, and NAPLAN when required.
- The schools will assess the achievements of students with disabilities and impairments in the context of the VELS. Program support groups will help develop individual student profiles containing learning goals in each key learning area for each student. Progress towards learning goals will be reviewed and reported by the program support group
- The school will provide all required performance data to the Department of Education and the community by means of an annual report, as well as an Executive Summary of performance data to all families.
- Students for whom English is a second language will have their progress in English reported against the English as an Additional Language progression standards.

### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or at any time that Department of Education policy changes influence reporting practices in schools.

This policy was last ratified by School Council in....

March 2015