



REPORTING POLICY

Rationale:

- A report is primarily a method of communicating a child's progress at school to parents. It is a vital element of the education process as it can also become a means of recording and communicating student progress between teachers, principals and other schools or organisations.
- A report can take many forms but its primary role is to record and present fundamental information about student achievement in a given year in light of the specific curriculum areas and outcomes which have been covered.

Aims:

- To report 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 reporting on student achievement to the students themselves, to parents, other teachers and schools, and to the Parish Education and Financial Board through the Annual Report.
- Each year our school will provide parents with two written reports on student achievement, indicating progress against Victorian Curriculum in all key-learning areas.
- Written reports will include a summary of the curriculum and assessment program for the student's class, achievement in relation to Victorian Curriculum in all key learning areas, an indication of strengths and areas requiring additional assistance, suggestions for support and/or extension strategies, areas beyond the Victorian Curriculum (including attitude, participation, social skills), and a student self-assessment.
- Staff will participate in Making Consistent Judgements, moderating in professional development.
- We will provide three formal parent/teacher meetings per year – an introductory meeting early in term one, one meeting in Term 2 and one meeting in Term 3.
- Our school will progressively develop learning improvement plans for individual students in consultation with parents and, where appropriate, with others with specific expertise.
- We will participate in the NAPLAN so as to gain information for staff, parents and students on students' progress in relation to Victorian Curriculum.
- We will provide parents with information about the school's report format, and NAPLAN.
- The schools will assess the achievements of students with disabilities and impairments in the context of Victorian Curriculum. Program support groups will help develop individual student profiles containing learning goals in each key learning area for each student.
- The school will provide all required performance data to DE&T 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 reported both orally and in written format, using the EAL proforma on Nforma - under the English section.
- The principal will report progress to the Parish Education and Financial Board three times a year.

This policy is implemented in conjunction with the Assessment, Learning and Teaching Policy.

This policy was last reviewed in 2019.