

REPORTING POLICY

Aim:

- To communicate assessment of student learning to students, parents/guardians and staff.
- To develop a cumulative record of student progress.
- To clearly communicate achievement of students.
- To provide recommendations that assist students' future learning.
- To develop communication between parents/ guardians, school personnel, teachers and students concerning students' progress.
- To promote a positive attitude to learning.
- To encourage each individual to strive for their personal best.

Implementation:

- The school will provide two written reports yearly (at the end of Term 2 and 4).
- The school will use Compass to support the reporting processes.
- The school will provide parents/guardians with the opportunity for two interviews throughout the school year; beginning year and mid-year. End of year interviews may occur by mutual agreement.
- All staff will follow the school developed assessment and reporting process and timelines.
- Mid-year interviews will be Parent Teacher Interviews.
- The school will utilise the Parent Teacher Interview booking system via Compass.
- Parent/guardian information sessions will be conducted in Term 1 as a Meet and Greet.
- Further opportunities will be provided for informal discussions between teachers and parents/guardians when requested.
- Teachers will use clear, accurate and constructive statements of students' learning when reporting to parents and will follow the school's reporting style guide.
- Communication between school personnel, parents/guardians and students is confidential.
- Students will be reported against Victorian Curriculum.
- Students identified as English as an Additional Language (EAL) and who are not currently achieving at the standard of their cohort will be assessed against the EAL Developmental Continuum.
- All Prep EAL students will be assessed against the EAL continuum.
- Students on the Disability Program should also be assessed against the goals in their Individual Learning Plans by the Student Support Group.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
June 2019	Year 2022	24.	9	November 1999