

## 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 AusVELS (The Australian Curriculum in Victoria) 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 Reports indicating their child's academic progress against AusVELS standards and progression points. Where necessary, translations into other languages will be provided.
- Student Reports will be generated using the COMPASS software program, and will include assessments against the AusVELS standards, an indication of strengths and areas requiring additional assistance, suggestions for support and extension strategies, areas beyond the AusVELS (including attitude, participation, extra-curricular activities, social skills), and a student comment.
- Staff will participate in moderation professional learning involving assessment maps and annotated work samples within their PLCs so that staff can apply consistent judgements of student progress against AusVELS standards across the school.
- We will provide two formal student/parent/teacher interviews per year – an introductory interview early in term one as part of the Starting Right program where information is exchanged from home to school, and one interview after the mid-year written reports are distributed.
- 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 National Assessment Program - Literacy and Numeracy (NAPLAN) so as to gain information for staff, parents and students on students' progress in relation to the AusVELS levels.
- The schools will assess the achievements of students with disabilities and impairments in the context of the AusVELS. 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.

**EVALUATION:**

This policy will be reviewed as part of the school's annual review cycle

This policy was last ratified by school Council: ..... (date)