



REPORTING POLICY

Rationale

Reporting is the process of communicating information of the child's progress between teachers and parents/guardians.

Aims

To ensure staff members carry out a detailed assessment program using various methods to assess each child's learning progress.

To ensure that reporting is seen to be an integral part of the communication process between school and home, informing parents of the child's achievements, identifying strengths and weaknesses whilst providing guidelines for future learning, in both oral and written forms.

To ensure that the student report portfolios provide parents with clear, comprehensive and consistent information about their child's progress in Years P-6, as well as suggestions on how they can best support their child with their learning.

Implementation

Implementation will occur in line with the Department guidelines to ensure:

- Teachers use a variety of methods to assess student achievement.
- A variety of reporting techniques are utilised eg - formal reports (twice a year), conferences, daily communication, to keep parents informed of progress.
- Written reports are provided to parents twice a year based on the mandated AusVELS domains. A five-point A-E scale is generated when using the reporting software. A graphical representation will show achievement against the expected AusVELS and child's work habits during the reporting period. It will also show achievement in the preceding 12 months. A page will be included for parent involvement in reporting through parent comment. Details of absences will be noted.
- Written comments are included in the report to explain the graphical representations.
- Work Samples are included in the report portfolio to support the formal report.
- Meeting times (twice a year) will offer formal opportunities for parents to discuss their child's progress. Parents and teachers are encouraged to initiate a meeting time on a needs basis throughout the year.
- A regular review of the reporting program will involve members of the school community.

Other Policies

This Policy has been developed in accordance with the Department of Education's Reporting Student Assessment and Results

(<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/reporting.aspx>).

Evaluation

This Policy will be reviewed as part of a two year cycle or as directed by School Council. Review date: May 2017.

This Policy was ratified by School Council in May 2015.