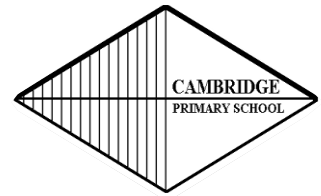


# REPORTING



## Purpose

- to communicate assessment on student learning to children, parents / guardians & 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.

## Guidelines

- the school will provide two written reports yearly (at end of term 2 and 4)
- the school reporting format will use D.E&T recommended Quick Vic Reporting processes
- the school will provide parents with the opportunity for two formal interviews throughout the school year. Parents should attend mid year. End of year interviews will occur by mutual agreement
- parent, teacher information sessions will be conducted annually before the end of Term 1
- further opportunities will be provided for informal discussions between teachers and parents when requested
- teachers will use clear, accurate and constructive statements of students' learning when reporting to parents
- communication between school personnel, parent and student should be confidential
- all children should be reported on in line with appropriate VELs Progression Points with the exception of Integration Students who will be assessed in line with the outcomes listed in their Individual Learning Plans as determined by the Program Support Group.

## Implementation

- Reporting should take place on a regular basis using a variety of methods:
  - oral reports
  - written reports
  - interviews
  - information sessions.
- Statewide Standardised Testing will be administered in line with Department of Education and Training policy.

## Evaluation

Evaluation will be carried out under the auspices of the Assessment and Reporting Coordinator

- feedback from New Reports needs to go to the Assessment and Reporting Committee and/or Educational Leaders Team
- coincide with the Triennial Review/Annual Report

<u>Ratification Date</u> May 2007	<u>Review Date</u> Year 2009	<u>Policy Number</u> 24.	<u>Version Number</u> 6.	<u>Date Produced</u> November 1999
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