REPORTING AND ASSESSMENT POLICY

UPDATED BY MARCH 2013. NEXT UPDATE DUE 2015.

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:

1. To report school and student performance accurately and comprehensively.
2. To improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance.

IMPLEMENTATION:

1. Our School is responsible for accurately reporting student achievement against our Curriculum standards to the students themselves, to parents, other teachers and schools, to School Council, and to the Department of Education.
2. Each year our school will provide parents with two written Student Report Cards indicating their child’s strengths & weaknesses with regard to the range of subjects in the Curriculum.
3. The Student Report Cards will be generated using the School administration software “SchoolPro”. This will include, an indication of strengths and areas requiring additional assistance, suggestions for support and extension strategies, areas beyond the curriculum (including attitude, participation, extra-curricular activities, social skills), and a student self-assessment.
4. Staff will participate in professional development involving assessment maps and annotated work samples so that staff can apply consistent judgments of student progress across the school.
5. We will provide three formal parent/teacher interviews and or information evenings per year – an introductory interview early in term one to establish learning goals, and one interview after each of the mid-year and end of year written reports are distributed.
6. Our school will progressively develop learning improvement plans for individual students in consultation with parents and, where appropriate, with others with specific expertise.
7. The school will provide all required performance data to the State and Federal Departments of Education and the community by means of an annual report, as well as an Executive Summary of performance data to all families.
Prior to each report writing day, Staff will attend an in-service regarding School reporting procedures, documented in “Report writing Procedures and Guidelines”.