

REPORTING

NARANGA SCHOOL 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 reporting on student achievement to the students themselves, to parents, other teachers and schools, and to the school council through the annual report.
- Each year our school will provide parents with 3 written reports on student achievement/progress.
- The formal reporting process consists of Individual Learning Plans (ILP'S) for all students in the Junior and Senior schools. ILP'S consist of learning goals that are set at the student's Student Support Group (SSG'S) meetings in collaboration with parents. These goals are set at the start of the school year. The goals set cover areas of learning in The Arts, Health and Physical Education, ICT, Mathematics, English and Science with entry skills being set in the Mathematics, English and the Personal and Social learning areas. The goals set by staff will maintain a focus on the future requirements for the students and also the desired level of performance to be achieved by students in a 12-month time frame. Learning goals are used to monitor, measure and rate the student's progress and achievement.
- The Senior Secondary program is based upon the Victorian Certificate of Applied Learning (VCAL) and the Duke of Edinburgh Award. Students meet all their learning outcomes through participating in integrated project based programs. Student reports reflect student achievement towards these learning outcomes.
- Throughout the first semester staff revisit goals regularly, administer appropriate and relevant assessment and gather observational data in preparation for Mid-Year reporting.
- At Mid-Year staff complete reports by rating student's progress towards the individual learning goals. The overall rating is made using a 1-6 point rating scale. Mid-Year reports are discussed with parents in Student Support Group meetings early in term 3.
- The final year report consists of comments made by classroom and specialist teachers on student progress towards their Individual Learning goals and students overall achievement.
- Staff will participate in ongoing professional development regarding goal writing and reporting.
- Information for parents will be provided on the school's report format.
- The principal will report progress to School Council.

Evaluation:

- This policy will be reviewed as part of the school's review cycle, or at any time that DET policy changes influence reporting practices.

This policy was last ratified by School Council in....

December 2012