

Armadale Primary School Reporting Policy

Reporting Policy

Authorisation: By the Armadale Primary School Council on the 6 th September 2010	Review Date: It is recommended that this policy is reviewed by the Curriculum & Policy Sub Committee in 2012.
Recommended: By the Curriculum & Policy Sub Committee	

1. Purpose

Armadale Primary School's reporting practices should:

- 1.1 Provide students with regular feedback regarding their progress
- 1.2 Provide parents with opportunities to share information regarding their child/children
- 1.3 Encourage regular communication between students, parents and teachers on student learning and their progress
- 1.4 Communicate information about student learning that has been collected through the school's assessment schedule

2. Guidelines

- 2.1 Teachers and students will provide information regarding the school's teaching, learning and assessment practices
- 2.2 Reporting will consist of two written reports an initial interview in term 1 and a mid-year student led interview.
- 2.3 The computerised written reports will include information about student achievement in relation to the Victorian Essential Learning Standards (VELS) Reporting will include recommendations for student learning outcomes [ie include examples]
- 2.4 Interviews may be held at any time during the school year at the request of either the teacher or parent.

3. Implementation

- 3.1 Curriculum organisational information will be distributed early in Term 1 of each year at an information evening. There will be regular updates at the beginning of each term.
- 3.2 Parents will be provided with written reports at half year and end of the year. These reports are computerised and plot student achievement against VELs..
- 3.3 Formal interviews will be scheduled for the beginning of Term 1 and again at the beginning of Term 3.
- 3.4 Term 1 interviews focus on a sharing of information and include issues like work habits [time on task], attitude to learning, social interactions and the preliminary results of academic testing and some initial goal setting undertaken by each child in levels 2 – 4.
- 3.5 Term 3 interviews, will have a strong student focus as students share their portfolios and learning journeys with their parents. Through the course of these interviews, parents may also enquire further on any aspects of the midyear written report. .
- 3.6 Informal parent teacher interviews may be held at any time during the year. (This will be regularly promoted through the newsletter.)
- 3.7 The National Government testing program known as NAPLAN is held in term 2 of each year for Years 3 and 5.
- 3.8 The APS Annual Report will include data on the school wide student performances against state and national benchmarks
- 3.9 The achievements of students with disabilities will be assessed against the VELs. Student Support Groups will assist in setting learning goals for these students
- 3.10 The achievements of English as a Second Language (ESL) students may be reported upon using the English as a Second Language guide to VELs.
- 3.11 Students achieving below expected levels in their learning will have individual learning plans developed in consultation with parents and other professionals as needed.

4. Evaluation

This policy will be reviewed to incorporate the introduction of the Ultranet and the National Curriculum during 2011 – 2012.