



TEMPLETON
MELBOURNE, AUSTRALIA

Reporting & Assessment



Help for non-English speakers

If you need help to understand the information in this policy, please contact Xiaomei Lin 9801 7450

Rationale

Student reports for parents/carers are confidential documents that schools are required to produce at least twice a year using a five-point rating scale. The purpose of student reports is to:

- Report student progress and achievement in Years Prep to 10
- Provide parents/carers with clear, individualised information about progress against the achievement standards
- Identify the student's areas of strength and areas for improvement.

Note that there may be specific instances where a school decides in partnership with an individual student's parents/carers that it is unnecessary to provide a report for that student.

In addition to producing student reports, schools will offer a parent-teacher conference to discuss the student's progress.

Implementation

Student Reports

Reporting is the process by which assessment information is communicated to assist students, parents, teachers, and the educational system to make verified decisions by providing information about what students know and can accomplish together, with recommendations for their future learning.

Reporting to Parents at Templeton Primary School includes the following formal components:

- Detailed written reports generated in Accelerus and distributed in June and December through XUNO

- Learning Improvement Plans and Learning Extension Plans where applicable distributed through XUNO
- Parent/teacher interviews conducted twice during the year.

Other opportunities for reporting may be initiated by either the teacher or a parent when appropriate and can take the form of:

- Informal meetings
- Telephone discussions
- Letters/notes/emails

Schools are advised to develop a school-based policy on assessment and reporting to complement their school's teaching and learning plan. Schools need to assess and report student progress against the Victorian Curriculum F-10 achievement standards for the teaching and learning programs they have designed.

National Assessment Program (NAPLAN)

National Assessment Program - Literacy and Numeracy (NAPLAN) assesses all students in Years 3, 5, 7 and 9 each year using common tests in reading, writing and language conventions (spelling, grammar, and punctuation) and numeracy. These test results are used by:

- Students and parents/carers to discuss achievements and progress with teachers
- Teachers to identify students who require greater challenges or additional support
- Schools to identify strengths and weaknesses in teaching programs and set goals in literacy and numeracy
- School systems to review programs and support offered to schools.

The Victorian Government School Performance Summary forms a part of the school's Annual Report to provide parents/carers and the community generally with a clear overview of how each government school is performing in Victoria. Each performance summary provides:

- An overview of student performance at the school, and how the school compares with other Victorian government schools (accounting for student intake)
- Student outcome results regarding learning achievement, engagement and wellbeing for the latest school year, the last four years (when available) and a detailed breakdown of the areas that were measured
- School comparison data to other schools, that identifies whether a school (accounting for student intake) is performing higher than, lower than, or broadly like the expectation of schools with similar student intake characteristics.

Each school also provides an 'About our School' statement, which provides context for the data contained in each school's performance summary and outlines the school's achievements and plans.

The Annual Report informs parents/carers and the wider school community of the school's successes, activities, and achievements throughout the year. To access the performance summaries and school annual reports see: [Victorian Registration and Qualifications Authority \(VRQA\) State Register.](#)

The Department also provides each school with other confidential reports that summarise student outcomes in that school, including learning achievement, relative to threshold performance standards. These reports are provided to inform the processes of school strategic planning and review.

National reports indicate the performance of student cohorts against agreed national standards and targets, as well as informing the design and implementation of improvement strategies for the education system. See: [Australian Curriculum and Assessment Authority \(ACARA\) – Reporting for National Reports on Schooling in Australia](#)

Schools may use the English Online Interview to generate a wide range of reports that can provide valuable diagnostic information to inform program planning and resource allocation. At the start of each year all Prep students are assessed using the English Online Interview (this assessment is optional for Year 1 and Year 2 students). The interview is a one-to-one interview between the teacher and student with the teacher recording the responses in an online system. This interview assesses students against the three modes of English (Reading, Writing, Speaking and Listening).

This resource:

- Is accessible by all Prep to Year 2 teachers in Victorian government schools during a defined 4-week period at the start of each year
- Contains a wide range of support materials for administering the interview.

Managing student records

Schools are required to create, manage, and dispose of electronic and hardcopy public records (i.e., student records) in accordance with the Public Records Act 1973 (Vic) (PRA). Templeton Primary School uses XUNO for managing their electronic and hardcopy records to ensure the authenticity, security, reliability, and accessibility of these records.

Where public records are stored with an online service (services that provide virtual spaces and portals through which information can be stored and shared, and transactions between schools and parents/carers can be recorded, e.g., cloud technologies), a school must be able to have access to those records for the retention period. The Department has developed policy to assist schools to meet legislative and business requirements for the creation, storage, and disposal of records.

Department resources

For more information see:

- On assessment and reporting, see: [Assessment and Reporting](#)
- On NAPLAN, see: [VCAA](#)
- For parents about student reports, see: [Student reports and parent teacher conferences](#)
- [Archives and Records Management](#)

Evaluation

This policy will be reviewed in accordance with the school's three-year review cycle.

Last ratified by School Council in September 2022