

REPORTING

POLICY

Rationale:

- Reporting Policy is to outline the process for communicating the learning of individual students at Templeton Primary School.
- Specifies a process, timeline and a procedural guide for teachers to follow in relation to reporting at Templeton Primary School.

Aims:

- To highlight student progress through regular and ongoing feedback, in order to provide direction for their future learning.
- To provide parents with information about students' strengths and areas for improvement in their future learning goals and how parents can support student learning initiatives at home.
- To provide students with appropriate and effective feedback to enable achievable and challenging individualised personalised and negotiated learning improvement goals to be formulated and so that effective strategies can be implemented to attain these goals.
- To inform teachers, parents and students about student learning.

Implementation:

- 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 distributed in June and December
 - Learning Improvement Plans and Learning Extension Plans where applicable
 - Parent/teacher interviews conducted twice across 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

Further Implementation:

- All government schools are required by the DET to provide formal written student reports to parents twice a year (June and December), which provide assessments of individual student achievements in relation to AusVELS progression point benchmarks
- The VCAA (Victorian Curriculum and Assessment Authority) in conjunction with federal and state governments, require all schools to conduct NAPLAN testing and to send NAPLAN reports to all parents of Year 3 and 5 students.
- Learning Improvement Plans (LIP) are for students who are 12 months below the required standard in a learning area. Learning Extension Plans (LEP) are students exceeding 18 months ahead of the required standard. At Templeton Primary School, LIP and LEP are provided to applicable students and parents in Term 1 and Term 3. They are reviewed annually and passed on to future teachers for continued analysis and development of an individualised program.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

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

July 2016