

TALBOT PRIMARY SCHOOL

REPORTING POLICY

Rationale:

Accurate and comprehensive reporting of school and student performance aids in:

- establishing open communication
- improving student learning
- assisting in establishing future direction
- helping 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 and carers, other teachers and schools and to the school council through the annual report.
- Each year our school will provide parents with at least two written reports on student achievement, indicating progress against Victorian Curriculum (VC) levels in all key-learning areas. Where necessary, translations into other languages will be provided.
- Written reports will include a summary of the curriculum and assessment program for the student's class, achievement in relation to VC levels in all key learning areas, an indication of strengths and areas requiring additional assistance, suggestions for support and extension strategies, areas beyond the VC (including attitude, participation, extra-curricular activities, social skills), and a student comment.
- We will provide two formal parent/teacher interviews per year – an introductory interview early in Term One, and one interview after the mid-year reports. This schedule may change due to staffing changes and be adjusted accordingly.
- Our school will progressively develop learning improvement plans for individual students in consultation with parents and, where appropriate, with others with specific expertise.
- We will participate in the NAPLAN so as to gain information for staff, parents and students on students' progress in relation to the National Curriculum.
- The school will assess the achievements of students with disabilities and impairments with specific goals as discussed at Student Support Group meetings. Meetings of the Student Support Groups will help develop individual student profiles containing learning goals for each student. Progress towards learning goals will be reviewed and reported by the program support group.

- The school will provide all required performance data to DET and the community by means of an annual report, as well as an Executive Summary of performance data to all families.
- The principal will report progress to School Council on a monthly basis.

Evaluation:

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

Principal's signature: _____

School Council President's signature: _____

Date: _____

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

2016
