

# REPORTING

## POLICY STATEMENT

### 1. RATIONALE

It is necessary for schools to gather information on each student at all levels and stages of school in order to identify what each student can do, so as to facilitate, diagnose, plan and inform.

Parents have become more demanding in their insistence on clearer information and specific details that reflect meaningful and accurately their child's performance and achievement.

The school complies with Commonwealth government requirements to report in writing, twice per year student achievement using the Common Grade Scale. It adheres to diocesan guidelines on reporting practices.

### 2. AIMS

- That parents regularly receive clear information and specific details concerning student performance.
- That teachers can facilitate, diagnose, plan and programme to cater for student needs.
- That K-10 has a consistent approach to recording and reporting.
- That students obtain regular feedback to inform them of their progress for both strengths and weaknesses
- To provide evidence in regards to the school's accountability and documentation.

### 3. IMPLEMENTATION

#### K-6

##### Term 1

- Progress Report which reports on social skills, application and attitude to work and behaviour
- Portfolio containing an array of work samples from a variety of KLAs.

##### Term 2

- Written report for student achievement, at this point in time, aligned to content taught; using the Common Grade Scale A-E in accordance with Commonwealth requirements and diocesan guidelines
- Parent/Teacher/Student interviews (end T2 or beginning T3)

##### Term 3

- Portfolios
- Yr 3 – NAPLAN individual student results
- Yr 5 – NAPLAN individual student results

#### Term 4

- Written report for student achievement, at this point in time, aligned to content taught; using the Common Grade Scale A-E in accordance with Commonwealth requirements and diocesan guidelines
- Anecdotal reporting on an ongoing and intermittent basis. This may be initiated by the parent or school and be in regard to academic, behavioral or pastoral matters.
- Opportunities will be provided for Parent/Teacher interviews if requested by parents

### **K-10**

#### Term 1

- Yr 7-10 – Parent / Teacher / Student interviews at conclusion of term.

#### Term 2

- Written report for student achievement at this point in time aligned to content taught using the Common Grade Scale A-E in accordance with Commonwealth requirements and diocesan guidelines

#### Term 3

- Yr 7 NAPLAN individual student reports
- Yr 9 NAPLAN individual student reports
- Yr 7-10 Parent / Teacher / Student interviews (beginning of T3)

#### Term 4

- Written report for student achievement, at this point in time, aligned to content taught; using the Common Grade Scale A-E in accordance with Commonwealth requirements and diocesan guidelines
- Yr 10 School Certificate individual reports
- Anecdotal reporting on an ongoing and intermittent basis. This may be initiated by the parent or school and be in regard to academic, behavioral or pastoral matters.

### **4. EVALUATION**

To be reviewed each year by the Principal, Assistant Principals and Curriculum Coordinators with future directions in mind.

Last reviewed Oct 08 next review Aug 10