



COBURN PRIMARY SCHOOL



REPORTING

POLICY - 2016

Rationale:

Accurate and comprehensive reporting of school and student performance aids in establishing open communication, helps to improve student learning, assists in establishing future direction, and helps 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 all stakeholders.
- To improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance.
- To empower children and include/involve them in their own learning.

Implementation:

- Schools are responsible for reporting on student achievement to the students themselves, to parents, other teachers and schools, the Department of Education and Training (DET) and to the school council through the annual report. This will be done in accordance with the Privacy Act regulations.
- Each year our school will provide parents with two written reports on student achievement, indicating progress against The Victorian Curriculum Standards. They will be in the format of the Student Reports as developed by Coburn Primary School and students will be reported against relevant Dimensions and Domains as set out in The Victorian Curriculum. They will also include comments about what the student has achieved, the student's future learning needs, how the school will help the student and how the home can help.
- Two formal parent/teacher interviews will be facilitated each year – an introductory interview early in term one, and one interview after the mid-year reports are distributed. The school will progressively develop Individual Learning Plans for individual students 2-3 times a year, and consult with parents and, where appropriate, with others with specific expertise (eg. speech therapists).
- We will participate in the National Testing Program (NAPLAN) so as to gain information for staff, parents and students on students' progress in relation to the AusVELS levels and National Benchmarks.
- The school will assess the achievements of students on the Program for Students with Disabilities on an individual academic and personal level. Student Support Group meetings will be held to consult and review student Individual Learning Plans containing learning goals in key learning areas appropriate for each student. Progress towards learning goals will be reviewed and reported in Student Support Group meetings four times a year.
- The school will provide all required performance data to DET and the community by means of an annual report.

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....

May 2016