



THE LAKES SOUTH MORANG P-9 SCHOOL

Reporting Policy

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 improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance.
- To develop students' capacity to reflect on their learning, their successes and areas for further learning - and hence assist their development as independent, life-long learners.

Implementation:

- Schools are responsible for reporting on student achievement to the students themselves, to parents, 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 VELs levels in all key learning areas. In 2007 this will be against English and Mathematic and Personal and Social learning. 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 levels in selected Dimensions and domains, an indication of strengths and suggestions for support and extension strategies.
- Staff will participate in moderation professional development as a teaching team.
- We will provide three formal student/parent/teacher conferences per year – an introductory meeting early in term one, and a 3 way conference after each of the mid-year and end of year written reports are distributed. Where necessary, interpreters will be provided.
- 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 Achievement Improvement Monitor (AIM) so as to gain information for staff, parents and students on students' progress in relation to the VELs levels.
- We will provide information for parents on VELs, the school's report format, and the AIM.
- The schools will assess the achievements of students with disabilities and impairments in the context of Individual learning plans. Program support groups will help develop individual student profiles containing learning goals in each key learning area 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 DOE and the community by means of an annual report, as well as an Executive Summary of performance data to all families.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle
- This policy has been ratified by school council 17/7/07

Currently the minimum reporting requirements are: two written reports per year and parent/teacher interviews.

1. Information is provided to parents about their child's learning in a clear, accessible and timely manner.
2. Teacher judgements included in student reports are based on sound evidence and teachers' shared understanding of the standards that apply.
3. The written report indicates:
 - the progress the student has made over the relevant period (term, semester, year)
 - how well the student is progressing in relation to what is expected against a standard
4. The written report includes a plan for future learning over the next reporting period. This plan is developed and supported by the teacher, student and parent. This plan includes:
 - reference to a student's current achievements
 - an indication of areas for future development
 - a plan to support the achievement of these learning goals
 - specific advice on how parents can support and contribute to the implementation of the plan.
5. Students are supported to develop the skills to reflect on their learning and provided with opportunities to do this.
6. Students are actively involved in the process of communicating their learning and development to parents.
7. Opportunities are provided for ongoing communication between student, parent and teacher throughout the year including structured interview and informal processes.

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