



## THE LAKES SOUTH MORANG COLLEGE 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 academic reports and two interim reports.
- Academic reports will detail student achievement, indicating progress against Victorian Curriculum levels in all key learning areas. They will also indicate the students work habits.
- Interim Reports will detail the students work habits.
- Academic reports will include a summary of the curriculum and assessment program for the students' class and their achievement in relation to levels in selected Dimensions and Domains.
- Staff will participate in Professional Development on moderation of student progress and outcomes as a teaching team.
- We will provide four formal student/parent/teacher conferences per year – an introductory meeting early in Term one, a second meeting at the end of Term 1, a third meeting mid-year and a fourth meeting at the end of Term 3. An end of year parent teacher interview will be made available on request. 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 NAPLAN so as to gain information for staff, parents and students on students' progress in relation to the National and Victorian levels.
- We will provide information for parents on Victorian Curriculum, the school's report format, and the NAPLAN.
- 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.
- Funded students with disabilities and impairments will not receive an Interim report in Term 1 and Term 3. These students will have an SSG and relevant ILP goals will be addressed and reviewed as part of the student reporting process.
- 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

Currently the minimum reporting requirements are: two written reports per year and two parent teacher interviews / meetings. The Lakes aims to exceed this minimum requirement by reporting to parents four times a year.

1. Information is provided to parents about their child's learning in a clear, accessible and timely manner. All reports can be accessed on the Sentral student and parent portal.
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 verbal report shared at parent / student / teacher interviews 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.

**Evaluation:**

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

This policy has been ratified by School Council on 15/5/2018

***The Lakes South Morang College Child Safety Statement:***

*To thrive, children need a safe and supportive environment at school, at home and in the broader community; no exceptions. At The Lakes South Morang College, we believe meeting the physical and emotional needs of our students is paramount in laying the foundations for a fulfilling future. We pledge to provide an environment that has zero tolerance to child abuse and will strive to work in partnership with our parents and community members to keep our students safe every day, in every way.*