Rationale:

• Reporting is the communication of individual student progress and achievement. Sound reporting will communicate clear and comprehensive information and be responsive to parents/guardians, students and teachers, using a mix of formal and informal modes of communication between home and school.

Aims:

• To report student performance accurately and comprehensively through formal and informal methods.
• To communicate student achievement accurately and comprehensively.
• To recognise areas of concern or areas for extension and future growth.

Implementation:

• Use ‘Quick Vic’ as the designated program for written reports to parents/guardians.
• To provide written and oral reports to parents/guardians throughout the year as determined by the Department of Education and Early Childhood Development which may include:
  - Meet the Teacher
  - Written reports mid year and end of year
  - Midyear interviews & Student Led Conferences
  - End of year interviews as requested by staff or parents/guardians
  - NAPLAN feedback
  - Meetings between parents/guardians and teacher when required
  - Meetings between parents/guardians, teachers and support staff when required (Speech Therapist, Psychologist, Primary Welfare Officer).

• A cumulative record of student work in an individual Learning Diary or Student Portfolio to be shared amongst teacher, student and parent/guardian, including written comments to the student and/or parent/guardian.
• Individual Learning Plans for identified students will be developed as required by the Department of Education and Early Childhood Development and school guidelines.
• All reporting processes will be conducted confidentially and respectfully.

Evaluation:

This policy will be reviewed as part of the school’s four-year review cycle.