



Koondrook Primary School

Reporting Policy

PURPOSE

Koondrook Primary School provides accurate and comprehensive reporting of school and student performance. This 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.

OBJECTIVE

To accurately and comprehensively report student performance in an ongoing and timely manner.
To improve student learning by accurately determining current performance as well as areas of future need.

POLICY

Koondrook Primary School is 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 parents will be provided with at least two written reports on student achievement, indicating progress against the Victorian Curriculum (F-10) in all key learning areas.
- Written reports include a summary of the curriculum and assessment program for the student's class, achievement in relation to F-10 achievement standards in all key learning areas, an indication of strengths and areas requiring additional assistance, suggestions for support and extension strategies, and areas beyond the Victorian Curriculum (F-10), including work habits, values and a student comment.
- Staff participate in Making Consistent Judgements moderation professional development.
- Koondrook Primary School provides two formal opportunities for parent/teacher interactions per year. Interviews can also be scheduled after semester reports are sent home. Where necessary, interpreters will be provided.
- Individual Learning Plans for students are collaboratively developed in consultation with parents and students and, where appropriate, with others with specific expertise.
- The school participates in the NAPLAN to gain information for staff, parents and students on students' progress in relation to the Victorian Curriculum.
- The achievements of students with disabilities and impairments will be assessed in the context of ABLES, Victorian Early Years Developmental Framework and the Victorian Curriculum (F-10).
- The school provides all required performance data to DET and the community by means of an annual report.
- Students for whom English is Additional Language (EAL) will have their progress in English reported in relation to the stages of the EAL standards where required.

REVIEW CYCLE

This policy was last ratified by School Council on 21st June 2021 and is scheduled for review in June 2024.