



# ALBANY RISE PRIMARY SCHOOL

## REPORTING TO PARENTS POLICY

RATIFIED BY SCHOOL COUNCIL: 7<sup>th</sup> September 2016      REVIEW DATE: 2019

### PURPOSE:

- 1.1 To report school and student performance accurately and comprehensively to parents and carers.
- 1.2 To improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance.
- 1.3 To establish and develop open communication, ensuring improved student learning, establishing future learning needs, and identify areas requiring extension or remediation.
- 1.4 To maintain and strengthen strong parent/ school relationships supporting the achievement of student individual learning goals.

### GUIDELINES:

- 2.1 Schools are responsible for accurately reporting student achievement against the Victorian Curriculum Outcomes (compulsory from 2017) to the students themselves, to parents, other teachers and schools, to School Council, and to the Department of Education and Training (DET).
- 2.2 Each year our school will provide parents with two written Student Reports indicating each child's academic progress against the Victorian Curriculum Standards and outcomes.
- 2.3 The Student Reports will be generated using school selected software. The reports will be available for parents to access online through the Compass (software) parent portal, along with achievement results in key assessments (eg. NAPLAN, On Demand VCAA tests)
- 2.4 Reports will include assessments against state-wide academic standards, an indication of strengths and areas requiring additional assistance, personal and interpersonal skills and organisational behaviours, including: attitude, homework, effort and classroom behaviour.
- 2.5 Students will each have a collection of work samples to demonstrate their learning outcomes in literacy and numeracy, as well as inquiry topics incorporating Science, History and Geography.
- 2.6 Staff will participate in professional development for moderation of student learning in literacy and numeracy as part of the whole school Assessment Schedule, so that all staff can apply consistent judgements of student progress
- 2.7 The school will provide two formal parent/teacher meetings per year – an introductory interview early in term one to establish learning goals and communicate specific student needs, and one meeting after the mid-year reports are distributed. Where necessary, interpreters will be provided.
- 2.8 Students in Year 3-6 will each take part in a student led '3 way' conference with teachers and parents during their mid-year meeting. Students will have the opportunity to reflect on personal learning goals and progress.
- 2.9 Students in year 3-6 will each develop a digital portfolio each semester, with

ARPS POLICY



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work samples demonstrating learning growth towards personalised student goals.

- 2.10 Each student with competencies a year or more above and/or below their expected learning level in Literacy or Numeracy, will have an individual learning plan (ILP) developed by their teacher and in consultation with parents.
- 2.11 Each student with behavioural competencies a year or more below their expected learning level, will have an individual behavioural improvement plan developed by their teacher and in consultation with parents. Where appropriate staff with specific expertise (eg. SSSO) will have input into the IBP development.
- 2.12 The school will provide information to parents on the Victorian Curriculum, the Student Report format and process and the NAPLAN.
- 2.13 The school will assess the achievements of students with disabilities and impairments in the context of the Victorian Curriculum and their specific agreed personal goals. Student Support Group meetings will help develop individual student profiles containing learning goals in each learning area for each student. Progress towards learning goals will be regularly reviewed and reported by the Student Support Group .
- 2.14 The school will provide all required performance data to the DET Education and the community by means of an annual report.
- 2.15 Students for whom English is an Additional Language (EAL) will have their progress in English reported against the EAL outcomes in the Victorian Curriculum.
- 2.16 Parents are encouraged to arrange interview times with their child's teacher at any time they consider a meeting necessary.

References:

<http://victoriancurriculum.vcaa.vic.edu.au/>

<http://www.education.vic.gov.au/school/parents/learning/Pages/curriculum.aspx>

<http://www.education.vic.gov.au/school/teachers/support/Pages/assessment.aspx>

Principal \_\_\_\_\_

School Council President \_\_\_\_\_

Date ratified by School Council: \_\_\_7<sup>th</sup> September 2016

**To be reviewed: 2019**

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