



ALBANY RISE PRIMARY SCHOOL

Reporting to Parents Policy



REVIEW DATE: 2025



Help for non-English speakers

If you need help to understand this policy, please contact the Albany Rise Primary School Administration.

PURPOSE:

Albany Rise Primary School aims to report school and student performance accurately and comprehensively. Through the reporting process, the school aims to improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance. 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.

GUIDELINES:

- Schools are responsible for accurately reporting student achievement against the Victorian Curriculum to the students themselves, to parents, other teachers and schools, to School Council, and to the Department of Education and Training (DET).
- Each year our school will provide parents with two written Student Reports indicating their child's academic progress against the Victorian Curriculum and progression points.
- The Student Reports will be generated using Compass software, and will include assessments against state-wide academic standards, an indication of strengths and areas requiring additional assistance, suggestions for support and extension strategies, areas beyond the Victorian Curriculum (including attitude, participation, extra-curricular activities, social skills), and a student self-assessment.
- Staff will participate in professional development related to moderation, involving assessment tools and annotated work samples so that all staff can apply consistent judgements of student progress against Victorian Curriculum levels across the school.
- The school will provide two formal parent/teacher interviews per year – an introductory interview early in term one to establish learning goals and communicate specific student needs, and one interview after the mid-year reports are distributed. Where necessary, interpreters will be provided.
- Our school will develop individual Behaviour Support Plans (BSPs) and Individual Education Plans (IEPs) for students who demonstrate achievement a year or more above or below their expected learning level, in consultation with parents and where appropriate, with others with specific expertise.
- The school will provide information to parents on the Victorian Curriculum, the Student Report format and the NAPLAN.
- 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 groups (SSG) will help develop individual student profiles containing learning goals in each learning domain for each student. Progress towards learning goals will be regularly reviewed and reported by the student support group.
- The school will provide all required performance data to the DET Education and the community by means of an annual report.



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- Students for whom English is a second language, and who have been identified through assessments, will have their progress in English reported against the EAL Victorian Curriculum.
- Parents are encouraged to arrange interview times with their child's teacher at any time they consider a meeting necessary.

Student portfolio and reporting

Portfolios can:

- assist teachers to make judgements about student achievement against the achievement standard that are
 - on-balance
 - holistic
 - evidence-based
 - defensible
- support teachers and students to explain and share student progress.

Using portfolios, teachers make judgements based on a planned and targeted selection of evidence of student learning collected during the reporting period. Examples in the student's portfolio of work, such as assessment tasks, can be used to provide a greater level of detail of the student's achievement and progress to parents and carers.

Schools are encouraged to use information directly from student portfolios when writing student reports, or by referring to the information contained in the portfolio on the student report.

Additional Information

- Schools must upload their student achievement data via [CASES21](#) twice yearly – by 30 June and 31 December each year.
- Student reports are records. In some case, they are considered permanent records, which prohibits their disposal. At ARPS, all student reports are printed each semester, and added to individual student cumulative (Yellow) files.

Resources:

<https://www2.education.vic.gov.au/pal/reporting-student-achievement/policy>

Google Drive: <https://drive.google.com/drive/folders/0APsGZOeO2A7QUk9PVA>

Website: <https://albanyrise-ps.vic.edu.au/about-us/policies/>

Policy last reviewed	25 TH Oct 2023
Approved by	School Council: Principal:
Next schedule review date:	2025



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