
Reporting to Parents

Rationale

- Schools undertake a range of student assessment and reporting activities to support student learning.
- Student reports for parents/carers are confidential documents that schools are required to produce at least twice a year using a five-point rating scale. The purpose of student reports is to:
 - report student progress and achievement in Years Prep to 10
 - provide parents/carers with clear, individualised information about progress against the achievement standards
 - identify the student's areas of strength and areas for improvementNote that there may be specific instances where a school decides in partnership with an individual student's parents/carers that it is unnecessary to provide a report for that student.
- In addition to producing student reports, schools will offer a parent-teacher conference to discuss the student's progress.
- Schools are advised to develop a school-based policy on assessment and reporting to complement their school's teaching and learning plan. Schools need to assess and report student progress against the Victorian Curriculum for the teaching and learning programs they have designed.
- The National Assessment Program – Literacy and Numeracy (NAPLAN) assesses all students in Years 3, 5, 7 and 9 each year using common tests in reading, writing and language conventions (spelling, grammar and punctuation) and numeracy. These test results are used by:
 - students and parents/carers to discuss achievements and progress with teachers
 - teachers to identify students who require greater challenges or additional support
 - schools to identify strengths and weaknesses in teaching programs and set goals in literacy and numeracy
 - school systems to review programs and support offered to schools
- The Annual Report informs parents/carers and the wider school community of the school's successes, activities and achievements throughout the year. To access the performance summaries and school annual reports see: [Victorian Registration and Qualifications Authority \(VRQA\) State Register](#)
- The Department also provides each school with other confidential reports that summarise student outcomes in that school, including learning achievement, relative to threshold performance standards. These reports are provided to inform the processes of school strategic planning and review.
- Where public records are stored with an online service (services that provide virtual spaces and portals through which information can be stored and shared, and transactions between schools and parents/carers can be recorded, e.g. cloud technologies), a school must be able to have access to those records for the retention period.

Purpose

- To ensure Essendon Keilor College complies with DET policy in regard to reporting to parents.
- To ensure the school develops school-based policies and procedures so that reports on student progress and achievement can be provided to parents/carers or the community.
- To ensure the school meets legislative and business requirements for the creation, storage and disposal of records.

- To support schools to develop policies and procedures for the preparation of reports on student progress and achievement for parents/carers or the community.

Implementation

- The school will develop a school-based policy on assessment and reporting to complement its teaching and learning plan.
- The school will assess and report student progress against the Victorian Curriculum F-10 for the teaching and learning programs that have been designed.
- The school will conduct three face-to-face interview with parents/carers each year.
- Parents/carers will be provided with the opportunity to discuss student progress with the school at any time.
- The school will report in general terms on student progress through the preparation of the Annual Report including the 'About Our School' statement.
- The school will create, manage and dispose of electronic and hardcopy public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic) (PRA).
- The school will have a system for managing their electronic and hardcopy records to ensure the authenticity, security, reliability and accessibility of these records.
- The school will draw from a number of resources to support assessment practice:
 - VCAA Insight Assess Portal
 - Resources to Support Practice
 - VCAA Victorian Curriculum F-10: Revised Curriculum Planning & Reporting Guidelines
 - Insight Assessment Platform (Insight) which includes English Online Interview (EOI)
 - Diagnostic Assessment Tools in English (DATE). Mathematics online Interview (MOI), etc.
 - EAL Assessment & Reporting
 - Specific Mathematics Assessment that Reveal Thinking (SMART)
- Please refer also to the school's *Assessment & Reporting Policy* and the *Data Analysis Policy*.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET updates late early July 2017).

Reference:

www.education.vic.gov.au/school/principals/spag/curriculum/pages/reporting.aspx