

Student Reporting

Rationale:

Individual student reports for parents/carers are confidential documents that schools are required to produce at least twice a year. Schools are expected to report student progress against the Victorian Curriculum using a five-point rating scale.

Policy Statement:

The purpose of student reports is to:

- provide parents/carers with clear, individualised information about progress against and attainment of the achievement standards within the Victorian Curriculum.
- identify the student's areas of strength and areas for improvement.
- maintain on-going communication between parents, teachers and student concerning students' progress.
- provide an opportunity for each student to report via a personal comment about his/her learning.

Implementation:

- Provide two written reports yearly (end of Term Two and end of Term Four).
- Provide a current copy of each student's goal rubric in English and Mathematics.
- Parents are to be explicitly informed of the opportunity for at least one formal interview during the year.
- Teachers are to provide further opportunities for informal discussions with parents when requested.
- Ensure the communication of individual achievement between school, parents and students is confidential.
- Teachers are to write Individual Learning Improvement Plans (ILIP) for each student.
- Notes from parent meetings are to be recorded on the student's ILIP.
- Teachers are expected to organise and implement regular Student Support Group (SSG's) meetings with Parents and the Student Wellbeing Co-ordinator/Principal for students who have identified learning difficulties. Minutes of these meetings will be given to parents.

Evaluation and review:

This policy will be reviewed as part of the school's review cycle.

This policy was last ratified by School Council in

June 2017

References and Related Policies:

'DET - School Policy and Advisory Guide'