

Yarrabah School

REPORTING TO PARENTS

POLICY

Rationale:

- 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.

Aims:

- To report school and student performance accurately and comprehensively.
- To improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance.
- To comply with the Parent Support Group Guide Lines (PSG) and/or Student Support Group Guidelines.

Implementation:

- Our School is responsible for reporting on student achievement to parents, other teachers and to the school council through the annual report.
- Each year our school will provide parents with at least two written reports on student achievement, indicating progress against individual goals. Where necessary, translations into other languages will be provided.
- Written reports will include achievement in relation to Individual Education Goals - in all key learning areas, an indication of strengths and areas requiring additional assistance, suggestions for support and extension strategies.
- Therapy reports are also included.
- We will provide two formal parent/teacher interviews per year – a Student Support Group (SSG) meeting early in term one, and one interview at the end of year or when requested by the parents or principal. Where necessary, interpreters will be provided.
- The school will provide all required performance data to DET and the community by means of an annual report. This is to be posted on the School Website annually.
- The department will provide the school a number of confidential reports that summarise student outcomes, learning achievement and threshold performance standards.
- The principal will provide reports on school progress against AIP and Strategic Plans to School Council at each meeting.
- 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).

Evaluation:

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

This policy was last ratified by School Council in....

April 2018

Revision Record

Date	Version	Revision description
<u>27/03/2018</u>	<u>1.2</u>	Modified
19/4/2018		Ratified