

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 Student Support Group guidelines (SSG).

Implementation:

- Our School is responsible for reporting on student achievement to parents twice a year, 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 the curriculum. Where necessary, translations into other languages will be provided.
- Written reports will include achievement in relation to a student's progress within a particular Victorian curriculum area - in all key learning areas, an indication of strengths and areas requiring additional assistance.
- Yarrabah reports will provide a teacher judgement against the achievement standards, assigned as a score, that accurately reflects where each student is along the relevant learning continuum for all curriculum areas taught during the reporting period.
- Progress will also be shown since the last time each curriculum area was reported on
- A 5-point scale will be used when reporting on student achievement and/or progress, noting that:
 - this requirement cannot be met by using the existing levels of the curriculum
 - at least an age-related 5-point scale is required for English, Mathematics and Science
 - an age-related scale may not be provided for all other curriculum areas.
 - A *student support* five-point scale will be additional to the level in the curriculum scale for some subjects
- A *level of curriculum* and *student support* scale will be used for most areas of the curriculum including English, Mathematics, Science, Health and PE, personal and Social learning and the Humanities
- In some cases suggestions for support and extension strategies will be provided.

- In some case of students with an individual education plan, there may be specific instances where Yarrabah School decides in partnership with an individual student and their parents/carers that an alternative to a full report for that student is appropriate.
 - Therapy reports may be included for specific students.
 - We will provide four formal student support group meetings per year – a Student Support Group (SSG) meeting early in term one, one in middle of term two, middle of term 3 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 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 review cycle.

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

May 2022

Revision Record

Date	Version	Revision description
27/03/2018	1.2	Modified
19/4/2018		Ratified
29/04/2022	1.3	updated