

# REPORTING POLICY

## CAMP HILL PS



### PURPOSE

The Reporting Policy of Camp Hill Primary School will reflect the principles of our Assessment Policy.

Reporting to parents on student progress aims to:

- Provide accurate, meaningful information on each student's developing competencies in all areas (academic and social).
- Clearly communicate the achievements of students across the Victorian Curriculum domains.
- Provide recommendations which assist the student's future learning.
- Foster cooperation and encourage communication between parents, teachers and students concerning the student's progress.

### GUIDELINES FOR ACTION

All reporting to parents will:

- Take place on a regular basis.
- Be a private communication between a student, teacher and parent/s.
- Indicate what has been achieved by the student during the reporting period.
- State strengths and weaknesses of the student and include recommendations for future learning.
- Use constructive language and be clear and specific in relation to classroom programs.

#### **Reporting on individual students:**

Reporting on individual student progress (Victorian Curriculum) using a variety of procedures including:

#### **A: Parent/Teacher Interviews**

Interviews - parent/teacher/student will take place in:

- February - getting to know parents/teachers/children
- June/July - information sharing
  - reviewing student performance and achievement

#### **B. Written Report Format**

- Two Written reports per year are to be provided. (Parents in alternate family arrangements can request a copy)

A 'report' will include:

- Course content (may include work covered, activities undertaken, processes involved with learning, assessment tasks upon which report is based).
- Teacher comments (qualitative teacher comments regarding the child's achievement in relation to content and recommendations for future learning)
- Individual Learning Plans for students with special requirements.
- Student Achievement Levels
- A statement regarding social development

#### **C. Students Achievement Folder**

(May include: work samples, self-evaluations, certificates and awards.)

#### **General Reporting to Parents and the School Community**

Reporting to parents and the school community will use a variety of procedures including:

- School Council General Reporting Meeting (April)
- Parent information nights on specific subject areas as required
- Performances by children and displays of their work
- Publishing of children's work in newsletters and, as appropriate, the media
- The weekly school newsletter

- Inquiry learning showcase events
- Sentral parenting portal
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## REVIEW CYCLE

This policy was last up-dated in March 2019 and is due for review in 2022.