



REPORTING POLICY

Camp Hill Primary School



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Camp Hill Primary School on 54 433 367.

PURPOSE

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 areas for growth for 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 Education Plans for students with special requirements.
- Student Achievement Levels
- A statement regarding social development

C. Student Achievement Folder

The Camp Hill Primary School data collection portfolio will include:

- Work samples across reading, writing and mathematics collected termly and including, including student's current achievement on the Victorian Curriculum learning continuum and an individualised student learning goal for each curriculum area
- A student self reflection in the Inquiry learning for the term including

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 parent portal

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website www.camphillps.vic.edu.au
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Annual reference in school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	2023
Approved by	Principal Chris Barker
Next scheduled review date	2024