

Croydon Community School & OPTIONS

Reporting Student Progress & Achievement to Parents Policy



PURPOSE

To ensure Croydon Community School & OPTIONS complies with DET policy in regard to reporting to parents/carers.

To ensure the school develops school-based policies and procedures so that reports on student progress and achievement can be provided to parents/carers or the community.

To ensure the school meets legislative and business requirements for the creation, storage and disposal of records.

To support the school to develop policies and procedures for the preparation of reports on student progress and achievement for parents/carers or the community.

SCOPE

Student reports for parents/carers are confidential documents that the school is required to produce at least twice a year using a five-point rating scale. The purpose of student reports is to:

- report student progress and achievement in Years Prep – 10.
- provide parents/carers with clear, individualised information about progress against the achievement standards
- identify the student's areas of strength and areas for improvement

Note that there may be specific instances where a school decides in partnership with an individual student's parents/carers that it is unnecessary to provide a report for that student.

In addition to producing student reports, schools will offer a parent-teacher conference to discuss the student's progress.

The National Assessment Program – Literacy and Numeracy (NAPLAN) assesses all students in Years 7 and 9 each year using common tests in reading, writing and language conventions (spelling, grammar and punctuation) and numeracy. These test results are used by:

- students and parents/carers to discuss achievements and progress with teachers
- teachers to identify students who require greater challenges or additional support
- schools to identify strengths and weaknesses in teaching programs and set goals in literacy and numeracy
- school systems to review programs and support offered to schools.

The Annual Report informs parents/carers and the wider school community of the school's successes, activities and achievements throughout the year. To access the performance summaries and school annual reports see: [Victorian Registration and Qualifications Authority \(VRQA\) State Register](#)

This policy is intended for School Leadership, staff, the parent community, students and DET.

POLICY

The school will assess and report student progress against the Victorian Curriculum for the teaching and learning programs that have been designed.

The school will conduct at least one face-to-face interview with parents/carers each year.

Parents/carers will be provided with the opportunity to discuss student progress with the school at any time.

The school will report in general terms on student progress through the preparation of the Annual Report including the 'About Our School' statement.

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).

The school will have a system for managing their electronic and hardcopy records to ensure the authenticity, security, reliability and accessibility of these records.

In preparing reports, the school will use data from a range of sources to provide a clear understanding of student progress as applicable. This includes teacher assessment against the Victorian Curriculum, NAPLAN – literacy and numeracy – (Years 7 & 9) data, feedback provided through the Student Attitude to School Surveys, Staff and Parent Satisfaction Surveys and regional and state outcome comparisons if available. The school also will select from the appropriate assessment tools available on the Insight Assessment Platform.

FURTHER INFORMATION AND RESOURCES

DET Resources to Support Practice

VCAA Victorian Curriculum F-10: Revised Curriculum Planning & Reporting Guidelines

Insight Assessment Platform (Insight) which includes English Online Interview (EOI)

Diagnostic Assessment Tools in English (DATE). Mathematics online Interview (MOI), etc.

EAL Assessment & Reporting

Specific Mathematics Assessment that Reveal Thinking (SMART)

Reference:

www.education.vic.gov.au/school/principals/spag/curriculum/pages/reporting.aspx

Please refer also to the school's:

- Assessment, Student Policy
- Attendance Policy
- Data Analysis and Use Policy
- Teaching & Learning Policy

REVIEW CYCLE

This policy, first developed in this format in April 2019, and will be reviewed part of the school's three-year review cycle or if guidelines change (latest DET update late January 2019).