

Communicating Student Achievement and Reporting to Parents Policy 2022-2025

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Policy

The Department of Education, through public schools, implements a curriculum to meet the learning needs of all students, from Kindergarten to Year 12, and assesses and reports student achievement in accordance with the established standards of the School Curriculum and Standards Authority. (Policy Version: 4.0 Effective date: 26 February 2019)

Rationale

This policy provides an outline of the reporting schedule for the school year and the means of communicating student achievement and progress to parents and carers.

A culture of positive and ongoing interpersonal communication should be fostered to progress student's learning development throughout the year, and so that parents and carers can support and enhance learning at home.

Formal and informal reporting should offer a range of platforms for contact with parents, carers and the community including the school website, interviews and case conferences, newsletters, emails, online apps, and whole school events.

Reporting should contain a balance of information derived from whole school formalised assessments (including On Entry, Progressive Achievement Testing (PAT), and NAPLAN), teacher assessments and, as required, the School Psychology Service, and other allied services.

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Roles of Students, Teachers, and Parents/Carers

Students:

- Have opportunities to contribute to assessment criteria
- Make constructive assessments of their own and other's learning
- Reflect and set learning goals for future improvements

Teachers:

- Use valid and reliable assessment practices that inform planning, including moderation
- Ensure that students understand and are involved in the assessment process
- Provide timely and instructive feedback to students and parents
- Maintain records

Parents and carers:

- Communicate relevant information and feedback that may affect their child's ongoing learning.

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ANNUAL REPORTING to PARENTS SCHEDULE		
Semester 1	Year Level	Timeline
An introductory Letter to Parents from all year level teachers outlining the class expectations and routines, timetables, specialist teaching days, and contact details.	All year levels	Term 1 Week 2
Provide parents and carers with class apps and online learning access	All year levels	Term 1 Week 4
Assemblies, Merit Awards and Values Awards	Pre-Primary – Year 6 Kindy (Values Awards only)	Term 1 & 2 as per the term planner
Individual Education Plan (IEP) shared with parents and carers and as required for SAER and Special Needs	All year levels	Per term (as required)
Individual contact with all parents and carers via email, phone or in person	All year levels	By Term 1 Week 10
Semester 1 Reports	All year levels	Term 2 Week 10
Semester 2	Year Level	Timeline
Assemblies, Merit Awards and Values Awards	Pre-Primary – Year 6 Kindy (Values Awards only)	Term 3 & 4 as per the term planner
School Showcase	All year levels	Semester 2
Individual Education Plan (IEP) shared with parents and carers	All year levels	Per term (as required)

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and as required for SAER and Special Needs		
Individual contact with all parents and carers via email, phone or in person	All year levels	By Term 4 Week 5
Semester 2 Reports	All year levels	Term 4 Week 10
Meetings with parents of new parents, SAER and Special Needs students prior to commencement of school year, as required	Pre- Primary – Year 6	Term 4 Weeks 9 & 10 OR Term 1 Week 1 of new school year