1.0 PURPOSE OF POLICY

1.1 To provide a basis for ongoing improvement in student learning.
1.2 To inform students and parents of students’ progress and achievement.
1.3 To encourage communication between parents, teachers and students.

2.0 PRINCIPLES

2.1 Assessment should lead to identification of strengths and areas for improvement.
2.2 Assessment methods should be varied and appropriate to the tasks.
2.3 Student self assessment and goal setting should be integral to the process.
2.4 Assessment should be regular, relevant, continuous and ongoing.
2.5 All staff involved in assistance programs should be involved in the assessment process.
2.6 Reports should indicate what has been achieved by the student during the reporting period.
2.7 Reports should state the abilities of the student, any areas of concern and include recommendations for future learning.
2.8 Reports should provide positive/constructive feedback for students and parents.
2.9 Reports should be in a language which is clear, specific and appropriate to the program and / or activity goals.
2.10 Report forms should be appropriate to each year level in line with DET reporting guidelines
2.11 Reports should illustrate strengths and areas for improvement and provide a basis for future learning.

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

3.1 At P-6 levels:
- Parent/Teacher interviews for all students will be held twice a year
- Written reports will be distributed for parents at the end of terms 2 and 4.
- Additional interview and information sessions will be held as required by teachers and parents.
- At years P-6 reports will be written in accordance to DET reporting requirements
- Special Needs students will require regular and ongoing Parent Support Group meetings, at which academic, social, physical and emotional student goal attainment will be discussed

3.2 At Years 7 to 12:
- Student diaries will be used to communicate with parents
- Interim reports will be forwarded to parents mid-semester
- Parent/student/teacher interviews will be held twice per year.
- Full written reports will be forwarded to parents at the end of each semester.

3.2.1 At years 7-10 reports will be written in accordance to DET reporting requirements
3.2.2 Graded assessment will occur at VCE level. Units 1, 2, 3 and 4
3.3 Student reports will remain confidential in line with DET guidelines
3.4 DET and other external assessment measures on student progress will be read in conjunction with school based assessment.
3.5 If students are transferring to another school, copies of their reports will be provided for the new school.
3.6 All reports will be computer generated.

4 EVALUATION

4.1 Teacher/Parent feedback
4.2 School Council
4.3 DET Guidelines and reviews to Assessment & Reporting

Reviewed May 2015
Approved by School Council Oct 2015