

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