

Reporting Policy

Purpose:

To enable the School to provide consistent, informative feedback to parents regarding the academic development of their children.

To maintain compliance with all government reporting requirements.

Scope:

Parents and students enrolled at Koonwarra Village School

Implemented by:

Key Mentors

Approved by:

KVS Board

Published:

KVS Website, KVS Policy Folders

Reviewed:

Every two years or as legislative changes arise or improvements are identified

At Koonwarra Village School reporting on student progress is an important element of the learning and teaching process. Reporting within the school community will be provided to children and parents both formally and informally throughout the year. External reporting will ensure compliance with regulatory requirements.

Aims

Regular internal reporting aims to:

- inform children and parents of the progress of each individual child
- aid in developing a partnership of learning between the school, parents and children
- ensure Commonwealth Government Student reporting requirements are met
- acknowledge the important role of the parent in the schooling of their child
- accurately report student achievement against the Victorian Curriculum to the children themselves and to their parents
- provide parents with written Student Reports indicating their child's academic progress against levels in the Victorian Curriculum twice yearly
- provide opportunities for two formal parent/teacher interviews per year – one interview after each of the mid-year and end of year written reports

- participate in the National Assessment Program – Literacy and Numeracy (NAPLAN) to gain information for staff, parents and students on students' progress in relation to the Victorian Curriculum levels
- provide all required performance data to the community by means of an annual report, as well as on the website and at the Annual General Meeting

Implementation

Reporting will take the form of:

- Students in Foundation will have an ongoing Student Portfolio that will provide clear work samples linked to Victorian Curriculum Statements.
- From Grade One onwards: two plain language student reports which are readily understandable and provide an accurate and objective assessment of each student's progress and achievement include written descriptors and a five-point scale.
- Student reports will be levelled against the Victorian Curriculum literacy and numeracy standards twice a year and all other learning areas will be levelled at least once per year.
- All students will receive a personal letter from their mentor twice a year with their written report or their Student Portfolios. This letter will include references to the Capabilities area of the Victorian Curriculum.
- Student reports and letters are confidential and will be issued directly to parents.
- From Grade Two onwards, two Celebration Days will be held each year to showcase students' work across learning areas. These learning areas will not receive written comments in student reports.
- NAPLAN literacy and numeracy results from assessments conducted of Years 3 and 5 students.
- Parent/student/mentor interviews are held after written reports are distributed at both mid and end of year. Samples of the student's work are provided to assist in the explanation of the student's progress.
- Any other requirements as determined by State and Federal Governments.

Mentors who have concerns regarding a student's progress are required to do one or all the following:

- Discuss the concern with the Principal
- Make an appointment to meet the student's parent(s) as soon as possible. Record minutes of the meeting with the parent(s) in the online school system
- Determine if an Individual Education Plan (IEP) should be developed

- If an IEP is required, Mentor to develop and discuss with student and parent. Parent to sign and Mentor to ensure a copy is placed in the student file in the office. The IEP is to be reviewed at least twice yearly.

Parents who have concerns regarding a student's progress are recommended to do one or all the following:

- Make an appointment to meet the child's mentor as soon as possible. Appointments will be available between 3.15pm and 5.00pm on school days.
- Gain an understanding, and contribute to the development of (where appropriate), the child's Individual Education Plan. Attend review meetings of their child's Individual Education Plan.
- Follow the Concerns and Complaints Policy if they feel concerns regarding their child's academic progress are not being adequately addressed.

Related Processes and Policies

- Concerns & Complaints Policy