

Title: Reporting to Parents

Related ETD Policies: *Reporting on student achievement (Preschool – Year 12) Policy*
http://www.det.act.gov.au/publications_and_policies/policy_a-z

Development: 2016

Date of Revision: 2018

1. Rationale

Effective teaching and learning requires that timely, meaningful and comprehensive information on student achievement and progress is provided to students and parents to promote effective home/school partnerships in support of student learning.

2. Definitions

Student reporting is the process of communicating the knowledge and understanding gained from assessing a student's learning.

3. Context

Schools use a range of strategies, in addition to the provision of written reports, to share information with parents about their child's academic achievement, strengths, personal and social development, strategies for improvement, areas for further development and overall progress in schooling. Communication with parents occurs regularly throughout the year to promote strong partnerships between the school and the community.

4. Procedures

- Parents will receive a written report of student achievement twice a year.
- The reports will be written using a common end of semester reporting template in Kindergarten – Year 10, specific to each sector of the school.
- The reports for students in Year 1-10 includes for each learning area, subject or course studied, a child's achievement reported as a grade A, B, C, D or E. The reports will also indicate the number of students in the child's year level attaining each of the identified A-E grades.
- Students in Kindergarten will receive a PIPS report in Terms 2 and 4 in addition to a school report in Terms 2 and 4, without the A-E grading.
- In accordance with the National Quality Framework, schools will provide written reports for students in Pre School at least twice a year. These reports will contain information on:
 - progress and participation in the learning program
 - Personal and social development
- Reporting covers the range of strategies used to communicate with parents about students' academic achievements, strengths, personal and social development, areas for development and overall progress in schooling.

The reports will provide information about the students’:

- Academic achievement in relation to the prescribed ACT Curriculum
- Strengths, areas for further development and strategies to support and/or extend student learning.
- Social development and involvement in school programs and activities
- Attitude and commitment to learning
- Where applicable, the level of additional support provided for the student to access the learning program
- Attendance at school
- Written reports will be followed by an opportunity for the student and parents to discuss the report with teachers.
- Parents may request in writing that they wish to withdraw their child from the A-E reporting.
- In addition to end of semester reports, parents will be provided with reports from all national and systemic assessment processes including *National Assessment Program – Literacy and Numeracy (NAPLAN)* results

TIMELINE:

TERM	PRE SCHOOL	YEARS K - 5	YEARS 6 - 10
1		<ul style="list-style-type: none"> • Meet the teachers and goal setting evening 	<ul style="list-style-type: none"> • Meet the teachers information evening • Year 6 – Year 10 Progress reports • Year 6 – Year 8 Parent interviews • Year 9/10 Student Led Conferences
2	<ul style="list-style-type: none"> • Written report 	<ul style="list-style-type: none"> • Developmental portfolio • PIPS Report (Kindergarten) • 3 – Way Conference • Written report 	<ul style="list-style-type: none"> • Year 6 – Year 10 written reports • Optional Parent/Carers interviews
3		<ul style="list-style-type: none"> • Learning Journey 	<ul style="list-style-type: none"> • Year 6 – Year 10 Progress reports • Year 6 – Year 8 Parent interviews • Year 9/10 Student Led Conferences
4	<ul style="list-style-type: none"> • Written report 	<ul style="list-style-type: none"> • Developmental portfolio • PIPS Report (Kindergarten) • Written reports • Optional Parent/Carers interviews 	<ul style="list-style-type: none"> • Year 6 – 10 written reports • Optional Parent/Carers interviews

Definitions of A – E Grades:

A – E grades is the five point scale used for reporting student achievement against the achievement standards in each learning area/subject and relative to the student’s peer group.

For Kindergarten the five point descriptors are defined as:

- Outstanding achievement of the standard
- High achievement of the standard
- Achievement at the standard
- Partial achievement of the standard
- Limited achievement of the standard

For years 1 – 10 the A – E descriptors are defined as:

- A demonstrating outstanding achievement of the standard
- B demonstrating high achievement of the standard
- C demonstrating achievement at the standard
- D demonstrating partial achievement of the standard
- E demonstrating limited achievement of the standard

Date of Ratification by School Board: 16 May 2016