CURRAMBINE PRIMARY SCHOOL

REPORTING POLICY

Rationale

Reporting to parents is essential to developing and maintaining a partnership between home and school. It is important that reporting processes provide parents with clear concise and accessible information about their child’s academic achievement, behaviour, social development and work habits.

Policy

The School Principal and teaching staff as part of planning for the school undertakes regularly monitor, evaluate and report each student’s achievement.

Guidelines

- All students in Years One through Seven will receive a Semester Report twice a year. The report will grade the student’s performance on an A to E scale.

- Kindergarten and Pre Primary students will receive a Semester Report twice a year which has been developed at the school level. Their reports are located on the school intranet as appendix 2 (PP) and appendix 3 (K).

- All reports will include an individual commentary for English, Mathematics and a General Comment. Other learning areas will have a Generic Comment about the content covered (Science, Society and Environment, Technology and Enterprise etc). Students receiving an A, D or E grade should have a clarifying comment.

- All specialist staff will provide a generic comment to each year level and a clarifying sentence for a child who is awarded an A, D or E grade.

- Teachers should make an on balance judgement against the appropriate standard to determine a grade. The appropriate standard for English, Mathematics, Science and History is the Australian National Standard. National Standards is located at www.wacurriculum.scsa.wa.edu.au and in the school’s planning documents. The appropriate Standard for Society and Environment, Technology and Enterprise, P.E. and Health, the Arts and LOTE is the State Standard located...

- Staff will have evidence/work samples and student performance data to support their on balance judgements which are consistent with the assessment policy.

- Associate Principals will lead moderation exercises for reporting with one sub school meeting a term allocated to the task. The focus of the moderation will be determined at the sub school level.

- Students with a disability or from an EAL/D background will receive a standard report. Parents should participate in a separate meeting for reporting against a case management plan.

- A child who enrolls for the commencement of Term Two or Four will receive a letter providing commentary on their performance in Literacy, Numeracy and General Comment. The letter is located on the Intranet as Appendix 4.

- Teachers will provide reports to the Executive staff by the Wednesday of week six. Some negotiation of this time line is permissible at the level of an individual staff member.

- Reports will be issued to parents on the Friday of the second last week of Term Two and Term Four.

- Should a child leave the school between Term One Week Five and Term Two Week six or Term Three Week Five and Term Four Week Six they will receive an Interim Report (Appendix 5).

- A database of families that require two separate reports issued will be maintained by the Office Manager. The Office Manager will facilitate the mailing of the second report.

- Reports will not be issued prior to the due date of distribution. Parents may request reports are forwarded to a home or holiday address.

- Further forms of reporting will include:
  - Class meeting in Term One
  - Open night in Term Three
  - Ad hoc interviews
  - Phone contact
  - Case Management Plan meetings
  - Email contact
  - Diary communication