



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 to regularly monitor, evaluate and report each student's achievement.

Guidelines

- All students in Pre-Primary through Six will receive a Semester Report twice a year. The report will grade the student's performance on an A to E scale with the exclusion of Pre Primary students who will use the performance descriptors (Excellent, Good Satisfactory,Limited). Students will receive grades as described in the Reporting Schedule which is located on the School Intranet as appendix 1.
- Kindergarten 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 (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. Students receiving an A, D or E grade should have an additional comment that explains why the child is above or below the expected standard.
- 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 are located at <http://k10outline.scsa.wa.edu.au/home/judging-standards> 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. (Presently in development)
- Further support for reporting in the form of A – E Exemplars can be found at <http://det.wa.edu.au/curriculumsupport/exemplars/detcms/portal/>
- Staff will have evidence/work samples and student performance data to support their on balance judgements which are consistent with the school's 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 attends prior to the commencement of Week Three of Term Two or Four will receive a report. Children do not have to receive grades. After this date a letter providing brief commentary on their performance will be sent home. The letter is located on the Intranet as Appendix 4. The need for the letter will be identified through the enrolment process.
- A child who leaves the school prior to the commencement of Week Three in Term Two or Four will not receive a written report.
- Classroom teachers will provide reports to the Executive staff by the Friday of the fourth last week of term, usually Week Seven. Specialist staff should complete their comments and grades by the fifth last week of School usually Week Six. Some negotiation of this time line is permissible at the level of an individual staff member.
- Tandem teachers should share the workload associated with reports equitably with reference to their employment fraction. Part time teachers should share a proportion of the report workload associated with the teaching role.
- Reports will be issued to parents on the Wednesday of the last week of Term Two and the Tuesday in the last week of Term Four.
- 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