



## Reporting to Parents Policy

### Requirements:

Victorian Curriculum F–10: Revised curriculum planning and reporting guidelines state:

Schools should report student achievement against the set of achievement standards set out in the eight learning areas and four capabilities of the Victorian Curriculum F–10, consistent with the whole-school teaching and learning plan. The exception will be the Foundation Stage (Prep–Year 2), where schools should report on only five curriculum areas: English, Mathematics, Health and Physical Education, The Arts and Personal and Social Capability.

### Purposes:

1. To ensure that parents/carers and students have accurate information about each of the eight learning areas of the Victorian Curriculum.
2. To show actual student achievement, and that achievement in relation to the standard of achievement expected of that child's year level cohort.
3. To have individual descriptive comments in relation to student learning progress.
4. To make recommendations to parents/carers for the further growth and learning of students.
5. To encourage a positive home/school partnership for the benefit of students.

### Guidelines – Department of Education and Training (DET):

1. There should be regular contact between home and school in both formal and informal meetings, written and verbal forums and through the student's portfolio.
2. Reporting to parents/carers should be confidential, but include the student where appropriate.
3. Formats for reporting to parents/carers should be clear and concise, and be in line with the guidelines of DET.
4. Reports should include self-assessment by the student and goals for future learning, as well as information about student behaviour and effort in class.
5. NAPLAN reports are part of the reporting to parents/carers program and the school should inform parents/carers when they become available.
6. In the case of parents not residing together, both parents should receive a copy of the written report.

### Implementation at Maldon Primary School:

1. Reports of judgements made will be based on quality evidence of what each student has achieved against the standards.
2. A meeting/interview for sharing of information and goal-setting between parents/carers and teachers will be held in Term 1.
3. A formal interview will be held late in Term 2, or early in Term 3, and at any other times requested by parents/carers or teachers.
4. A report on progress and achievement will be sent home at the end of Terms 2 and 4.
5. Individual Student Portfolios will form the basis of the written report and will include individual checklists of learning achievements. Portfolios demonstrate ongoing assessment and reporting that will provide parents/carers with rich and regular information, and clear samples of progress over time.
6. The individual written report will take into account specific learning needs and Individual Learning Plans.
7. Students will complete appropriate self-assessment and goal-setting.
8. NAPLAN reports for Years 3 and 5 will be available as soon as possible for personal collection by parents/carers.

This Reporting to Parents/carers Policy was endorsed by School Council in July 2017