Purposes:
1. To ensure that parents/carers and students are kept accurately informed about progress in all areas of learning, including personal and interpersonal learning in the classroom and the playground.
2. To make recommendations to parents for the further growth and learning of students.
3. To encourage a positive home/school partnership for the benefit of students.

Guidelines:
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 should be confidential.
3. Formats for reporting to parents should be clear and concise, and be in line with the guidelines of the Department of Education and Early Childhood Development.
4. Reports should include self-assessment by the student and goals for future learning.
5. NAPLAN reports are part of the reporting to parents program and the school should inform parents/carers when they become available.
6. Class teachers should discuss the NAPLAN report with parents/carers when the report is collected from the school.
7. In the case of parents not residing together, both parents should receive a copy of the written report.

Implementation:
1. A meeting/interview for sharing of information and goal-setting between parents and teachers will be held in Week 3 of Term 1.
2. A formal interview will be held in Week 8 of Term 3, and at any other times requested by parents or teachers.
3. Written reports will be sent home at the end of Terms 2 and 4. Written reports will include achievements, areas for improvement, recommendations for further learning, what the school will do, what can be done at home and a record of attendance. Parents may request an interview to discuss the report.
4. Individual Student Portfolios will contain samples of work from all subjects and will be sent home at the end of each term.
5. Students will complete appropriate self-assessment and goal-setting.
6. Students will be constantly informed about their development and given the opportunity to discuss their reports.
7. Levels of achievement will be reported according to AusVELS.
8. NAPLAN reports for Years 3 and 5 will be available as soon as possible for personal collection by parents/carers.

Portfolios:
There will be a letter of explanation to parents/carers at the beginning of each portfolio, as well as a cover page and Contents page for senior students.
Portfolios will go home each term, for parents/carers to discuss with their child/ren, and to write a comment of acknowledgment before returning.
Portfolios will include at least 8 entries each term.
Generally Portfolio entries will be:
Term 1: 2 Literacy, 2 Maths, H/PE, Indonesian, Integrated Studies, Music
Term 2: 2 Literacy, 2 Maths, H/PE, Wellbeing, Art, Learning Experience eg (excursion)
Term 3: 2 Literacy, 2 Maths, H/PE, Indonesian, Integrated Studies, Music
Term 4: 2 Literacy, 2 Maths, H/PE, Wellbeing, Art, Learning Experience eg (excursion)
Senior students will also have two COIL pages.

Assessment & Evaluation:
1. Reporting formats will be evaluated annually and updated as required.
2. Feedback from parents will be sought through forums such as the Annual Report Parent Survey and School Council.

This policy was last endorsed by School Council in