



## REPORTING POLICY

### **Rationale:**

Accurate, timely and comprehensive reporting of school and student performance assists in establishing open communication, guides improvements in student learning, assists in establishing future direction, and helps to identify areas of exemplary performance, as well as those in need of support and assistance.

### **Objectives:**

- To assess school and student performance accurately and comprehensively.
- To improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance.
- To provide ongoing timely reporting through an online Compass Parent Portal.
- To provide parents with Student Report Cards twice yearly that gives them a clear picture of their child's progress according to the AusVELS curriculum (Years 7 – 10) and VCE or VCAL outcomes (Senior School)

### **Guidelines:**

- Schools are responsible for reporting on student achievement to the students themselves, to parents/guardians, other teachers and to the school council through the annual report.
- Each year our College will provide parents with two written reports on student achievement, indicating progress against AusVELS levels in all Year 7-10 domains. Students in VCE and VCAL will receive at least two reports indicating their competence and/or satisfactory completion of Year 11 & 12 units. Where necessary, translations into other languages will be provided.
- Written reports will include a summary of the curriculum and assessment tasks for the student's class, achievement in relation to AusVELS levels in all key learning areas, and an indication of strengths and areas requiring additional assistance.
- In addition to written reports, parents will be able to access information about student achievement through the online Compass Parent Portal.
- Two formal parent/teacher interviews will be held per year. Where necessary, interpreters will be provided.
- The school will assess the achievements of students with disabilities and impairments in the context of AusVELS. Student Support Groups will help develop Individual Learning Plans. An ILP is developed by teachers, containing learning goals in each key learning area for each student on the Program for Students with Disabilities. Progress towards learning goals will be reviewed and reported by the Student Support Group.
- The college participates in the yearly NAPLAN testing. VCAA provides a report about individual student performance that is sent home to parents. Cohort and school

---

performance reports are analysed by Pedagogy Teams to reflect on teacher practice and inform future learning opportunities for students.

- The school will provide all required performance data to DET and the community by means of an annual report, as well as an Executive Summary of performance data to all families.
- Students for whom English is a second language, and who satisfy the DET criteria, will have their progress in English reported in relation to the stages of the EAL Companion to the English AusVELS.
- The Principal will report progress to School Council.

**Evaluation:** The effectiveness of this policy will be reviewed as part of the College's four year review cycle.