



# Reporting to Parents

(Last DET Update: 19/04/17 & 01/05/17)

First Developed: May 2015  
Reviewed/Updated: November 2015  
February & July 2016  
April & May 2017

## 1. Background and Information

### Rationale

- Schools undertake a range of student assessment and reporting activities to support student learning.
- Student reports for parents/carers are confidential documents that schools are required to produce at least twice a year using a five-point rating scale. The purpose of student reports is to:
  - report student progress and achievement in Years Foundation to 10
  - provide parents/carers with clear, individualised information about progress against the achievement standards
  - identify the student's areas of strength and areas for improvementNote that there may be specific instances where a school decides in partnership with an individual student's parents/carers that it is unnecessary to provide a report for that student.
- In addition to producing student reports, Carranballac College offers three structured opportunities for a parent-teacher conference to discuss the student's progress and also encourages discussions at other appropriate times.
- Carranballac College will assess and report student progress against the Victorian Curriculum for the teaching and learning programs it delivers.
- National Assessment Program – Literacy and Numeracy (NAPLAN) assesses all students in Years 3, 5, 7 and 9 each year using common tests in reading, writing and language conventions (spelling, grammar and punctuation) and numeracy. These test results are used by:
  - students and parents/carers to discuss achievements and progress with teachers
  - teachers to identify students who require greater challenges or additional support
  - schools to identify strengths and weaknesses in teaching programs and set goals in literacy and numeracy
  - school systems to review programs and support offered to schools.
- The Annual Report informs parents/carers and the wider school community of the school's successes, activities and achievements throughout the year. To access the performance summaries and school annual reports see: [Victorian Registration and Qualifications Authority \(VRQA\) State Register](#)

## Further information may be obtained from:

Reference:

[www.education.vic.gov.au/school/principals/spag/curriculum/pages/reporting.aspx](http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/reporting.aspx)

The school will draw from a number of resources to support assessment practice:

- VCAA Insight Assess Portal
- Resources to Support Practice
- VCAA Victorian Curriculum F-10: Revised Curriculum Planning & Reporting Guidelines
- Insight Assessment Platform (Insight) which includes English Online Interview (EOI)
- Diagnostic Assessment Tools in English (DATE). Mathematics online Interview (MOI), etc.
- EAL Assessment & Reporting
- Specific Mathematics Assessment that Reveal Thinking (SMART)

Please refer also to the school's *Assessment Policy* and the *Data Analysis Policy*.

## **2. Carranballac Reporting to Parents Policy (August 2017)**

### **Purpose**

- To ensure Carranballac P-9 College complies with DET policy in regard to reporting to parents.
- To ensure the school develops school-based policies and procedures so that reports on student progress and achievement can be provided to parents/carers or the community.

### **Implementation**

- The school will develop a school-based policy on assessment and reporting to complement its teaching and learning plan.
- The school will assess and report student progress against the Victorian Curriculum for the teaching and learning programs that have been designed.
- The school will provide opportunity for at least one face-to-face interview with parents/carers each year.
- Parents/carers will be provided with the opportunity to discuss student progress with the school at any appropriate time.
- The school will report in general terms on student progress through the preparation of the Annual Report including the 'About Our School' statement.
- The school will create, manage and dispose of electronic and hardcopy public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic) (PRA).
- The school will have a system for managing its electronic and hardcopy records to ensure the authenticity, security, reliability and accessibility of these records.

### **Ratification and Review**

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late April 2017).

This policy was ratified by School Council on 1<sup>st</sup> August 2017