



## REPORTING OBLIGATIONS POLICY

### **RATIONALE:**

- Accurate and comprehensive reporting of school and student performance aids in establishing open communication, helps to improve 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.

### **AIMS:**

- To report 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.

### **IMPLEMENTATION:**

- Schools are responsible for accurately reporting student achievement against Victorian Curriculum & VCAL to the students themselves, to parents, other teachers and schools, to School Council, and to the Department of Education.
- Each year our school will provide parents with two written Student Reports indicating their child's academic progress against Victorian Curriculum standards and progression points and VCAL Elements and/or Units as applicable. Where necessary, translations into other languages will be provided.
- The Student Reports will be generated using Department of Education provided software and will include an indication of strengths and areas requiring additional assistance, suggestions for support and extension strategies, areas beyond the Victorian Curriculum (including attitude, participation, extra-curricular activities, social skills) For enrolled students the reports will reflect their progress towards VCAL Elements and/or Units.
- Staff will participate in moderation professional development involving assessment maps and annotated work samples so that staff can apply consistent judgements of student progress against Victorian Curriculum standards and VCAL as applicable across the school.
- Berendale will provide 4 formal parent/teacher interviews per year – an introductory interview early in term one to establish learning goals, and one interview after each of the mid-year and end of year written reports are distributed. Where necessary, interpreters will be provided.
- Our school will progressively develop learning improvement plans for individual students in consultation with parents and, where appropriate, with others with specific expertise.
- The schools will assess the achievements of students with disabilities and impairments in the context of the Victorian Curriculum and Foundation VCAL. Program support groups will help develop individual student profiles containing learning goals in each key learning area for each student. Progress towards learning goals will be reviewed and reported by the program support group
- The school will provide all required performance data to the Department of Education and the community by means of an annual report, as well as an Executive Summary of performance data to all families.

## **EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Approved By	Wendy Smith, School Council President
Approval Authority	
Date Implemented	2018