



## *St Brigid's Catholic School*

*New Norfolk*

### **POLICY ON REPORTING TO PARENTS**

#### **RATIONALE**

Accurate and comprehensive reporting of student achievement, development and performance assists in establishing open communication, improving student learning, assists in establishing future direction, and helps to identify areas of exemplary student performance, as well as areas in need of support and assistance. Schools are responsible for reporting on student achievement to the students themselves, to parents, to other teachers and schools, and to the Tasmanian Catholic Education Office and other statutory education authorities. Reporting format and frequency must conform with Federal Government expectations.

#### **AIMS**

- To report student achievement, development and performance accurately and comprehensively.
- To improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance.
- To meet all TCEO and Australian Government reporting requirements.

#### **PROCEDURES**

- Each year parents will be provided with a Term 1 Checklist and two comprehensive written reports: in third term and at the end of the school year. Student achievement will be reported against the Australian Curriculum. Other assessment evidence that may be included in reports, where relevant, are reading levels, PIPS results and remedial or personalised programs such as MultiLit.
- Written reports will include a summary of the opportunities for learning and assessment in each key learning area, a statement of achievement against the Australian Curriculum and an assessment of the student's attitude and engagement with learning. It may also include an indication of strengths and areas requiring additional assistance, suggestions for support and extension strategies; and assessment of areas in addition to the academic curriculum (including attitude, participation, social skills, extra-curricular activities, attendance).

- Formal Parent/Teacher Consultations will be offered to parents thus: a Parent Information Evening early in first term; a compulsory Parent/Teacher Consultation during first term; a non-compulsory Parent/Teacher Consultation in mid Term 3 following the distribution of written reports and a non-compulsory Parent/Teacher Consultation in December following the end of year report.
- Parents may make appointments with teaching staff members as appropriate and in addition to formal consultations.
- Individual Education Plans (IEPs) are provided and reported against for students who receive special government funding. These are developed by the class teacher and the Learning Support teacher in consultation with parents and persons who have specific expertise.
- Students will be responsible for accepting increased responsibility for their own learning and attainment of learning outcomes as they mature.
- The school will participate in national testing programs, in particular Performance Indicators in Primary Schools (PIPS) for Preparatory students and NAPLAN (National Assessment Plan for Literacy and Numeracy). It will provide to the Tasmanian Catholic Education Office all necessary performance data and will maintain appropriate student records. Parents will also be provided with appropriate data concerning their own children's achievements.
- The school will analyse and interpret its achievement in comparison to aggregated state-wide and/or nation-wide performance data for Catholic schools, and will develop strategic responses in an effort to maximise student achievement.

*This policy and associated practices will be reviewed as part of the St Brigid's Catholic School policy review cycle.*

**Implemented May 2008  
Amended June 2009  
Reviewed and amended October 2013**