Mansfield Primary School
Reporting Policy

BASIC BELIEF
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.

The Reporting Policy of Mansfield Primary School will reflect the principles of the Assessment Policy. The school should report frankly and accurately to parents/caregivers on the academic, physical, emotional and social progress of their children.

IMPLEMENTATION
- Schools are responsible for reporting on student achievement to the students themselves, to parents, other teachers and schools, and to the school council and DEECD
- The development of a trusting and caring relationship between parents, students and teachers is seen to be important so that frequent informal communication is possible
- Informal reporting may include parental involvement in learning programs, camps and excursions, open days or nights, swimming or athletic sports, displays of student work, newsletter articles
- In term one and introductory parent/teacher interview will be conducted by each classroom teacher to facilitate communication
- To support this meeting a department information package will be produced outlining expectations eg. Homework, planned topics
- Each year our school will provide parents with two written reports on student achievements, indicating progress against Australian Curriculum (AUS VELS)
- Written reports will include achievement in relation to AUS VELS Progression Points
- Reporting should be private communication between a student, teacher and parent/caregiver. The confidential nature of reporting will be respected at all times
- All staff will participate in moderation sessions
- At mid-year, a written report will be distributed and discussed at a student/parent/teacher interview. Specialist teachers will also be available for interview.
- In December a written report will be sent home and may be followed by an optional interview
- Other interviews may be arranged at the request of either parent or teacher at a mutually acceptable time
- Our school will develop individual learning improvement plans for students who need support and extension, in consultation with parents and, where appropriate other professionals
- We will participate in the National Assessment Program Literacy and Numeracy (NAPLAN) so as to gain information for staff, parents and students on students’ progress
- We will provide information to parents on AUS VELS, the school’s report format, and the NAPLAN where appropriate
- The school will assess the achievements of students with disabilities and impairments in the context of AUS VELS. Program support groups will help develop individual student profiles containing learning goals 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 DEECD and the community by means of an annual report.
- This policy will be reviews as part of the school’s three year review cycle, or at any time that DEECD policy changes influence reporting practices in schools

This policy was ratified by the Mansfield Primary School Council on – 17th December, 2013

Review Date: 2016