

REPORTING STUDENT ACHIEVEMENT & PROGRESS POLICY



Help for non-English speakers.

If you need help understanding the information in this policy, please contact 9366 2832 or st.albans.ps@education.vic.gov.au

PURPOSE

This policy outlines school obligations relating to student reporting across Foundation to Level 6 to parents/carers and the department.

SCOPE

Schools are required to formally report student achievement and progress to parents/carers at least twice per school year for each student enrolled at the school. This may include an English as an Additional Language (EAL) report or an Individual Learning Plan Progress Report.

Schools are required to upload student achievement data twice per year – in June and December.

POLICY

Reporting to Parents/Carers

- Written reports will be provided to parents/carers at the end of Semesters 1 and 2
- Student reports will include achievement and progress measured against the Victorian Curriculum. The report includes:
 - A teacher judgement
 - An indication of progress since the curriculum area was last reported on
 - A five-point scale
- Written reports (print or digital) will be in an accessible form and be easy for parents/carers to understand.
- The English as an Additional Language (EAL) Continuum will be used to report student achievement and progress for students identified as EAL.
- Individual Learning Plans will be developed for students on the Program for Students with Disabilities, Koori, Out of Home Care, and any other students with specific learning difficulties.
- Parent Teacher Interviews will be conducted twice a year, providing parents/carers with the opportunity to discuss their child's report and progress.
- Interpreters will be available at parent-teacher interviews, Student Support Group meetings and information evenings to ensure parents/carers are fully informed of their child's progress and have opportunities to be involved in their learning.

Reporting to the department

- The Principal or Assistant is responsible for ensuring that student achievement data is uploaded via CASES21 by 30 June and 31 December each year.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to the staff at induction and included on the google drive – School Policies
- Discussed at staff meetings/briefings as required.
- Discussed at parent information sessions.
- Made available publicly on our school website.
- Made available in hard copy from school administration upon request.

FURTHER INFORMATION AND RESOURCES

Related Policies

- [Assessment of Student Achievement and Progress Foundation to 10](#)
- [Curriculum Programs Foundation to 10](#)
- [Individual Education Plans \(IEPs\)](#)
- [Records Management – School Records](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2026