

## ASSESSMENT AND REPORTING POLICY

### PURPOSE

St Albans Primary School is committed to assessing, monitoring and reporting on student progress, focussing on the Victorian Curriculum, the English as an Additional Language (EAL) Developmental Continuum and Individual Education Plans.

St Albans Primary School ensures that every student at our school has the best opportunity to achieve their full potential. The student reports are a key aspect of that commitment. They are designed to clearly document each student's achievements as well as the next steps in their learning.

### SCOPE

All students' progress will be assessed and reported on and parents will be provided with a written report twice a year. This may include an EAL report, an Individual Education Plan progress report. The process is evidence based, holistic and moderated.

### POLICY

#### Assessment

- To use data to inform teaching practice and improve student performance and learning
- A yearly assessment schedule will be developed and implemented
- A variety of assessment data including summative and formative assessments will be used to assess and monitor the progress of all students as outlined in the assessment schedule
- student progress will be moderated at a team to ensure consistency across the school
- Data is used to inform planning of programs to suit the needs of individual and cohort of students
- Professional Learning Teams (PLTs) will monitor the effectiveness of whole school programs on cohort, year level and individual student progress.
- A variety of tools and strategies will be used to collect data, track the progress of and assess student learning including Hattie's Effect Size, Zones of Proximal Development (ZPD), databases, moderation, crosschecks, checklists, student feedback, goal setting, conferring, anecdotal records, observations, self-assessment, moderation and professional learning teams.
- Professional Learning Teams will monitor the progress of all students and plan for their future learning.
- Moderation Days will occur twice a year to ensure teacher judgements are accurate and consistent.
- National Assessment Program (NAPLAN) will assess all eligible students in Years 3 and 5 in reading, writing and language conventions, and numeracy.

#### Reporting

- Student achievement of the standards is reported to parents, the school and the Department of Education and Training using the Accelerus Reporting Platform.
- assessment information will be communicated to teachers, students and parents which is clear, concise and comprehensive

- Individual Education Plans (IEP) to be developed for students on the Program for Students with Disabilities (PSD), Western English Language School (WELS) exit students, gifted and talented students, and any other students with specific learning difficulties
- Students on the PSD Program will be reported on using their Individual Education Plan goals.
- EAL students will be reported on using the EAL developmental continuum
- Three Way Conferences will be conducted twice a year. In term 1 they involve meet the teacher, sharing curriculum overviews and establishing learning goals. In term 2 teachers will report student’s academic progress.
- Written reports will be provided at the end of Semester 1 and 2 outlining student achievements.
- Provide information in the form of a written report with consideration given to the audience.
- Provide interpreters for Three Way Conferences, Student Support Group (SSGs), information evenings, and translations to ensure parents are fully informed of their child’s progress and have opportunities to be involved in their child’s learning.

## FURTHER INFORMATION & RESOURCES

[Teaching and Learning Handbook](#): Assessment Schedule

[EAL Policy](#)

[Additional Needs Policy](#)

## REVIEW CYCLE

This policy will be reviewed as part of the school’s four year review cycle

## DOCUMENT STATUS

<b>Reviewed</b>	<b>School Council Ratification</b>	<b>Next Review</b>
School Council Meeting	June, 2019	June, 2023