

REPORTING TO PARENTS AND SCHEDULE

POLICY



Effective:
March 2019



REPORTING TO PARENTS AND SCHEDULE

POLICY STATEMENT

1. Freshwater Bay Primary School is responsible to implement the Australian Curriculum to meet the learning needs of all students, from Kindergarten to Year 6, and assess and report student achievement in accordance with the established standards of the School Curriculum and Standards Authority.

POLICY RULES

- Comply with the requirements of the School Curriculum and Standards Authority.
- Report achievement of each student from Kindergarten to Year 6 at the end of each semester.
- Comply with the Curriculum, Assessment and Reporting in Public Schools Procedures.

RESPONSIBILITY FOR IMPLEMENTATION

The Principal is responsible for:

- The content of school-based assessments and reporting plan.
- The content of educational programmes that comply with Curriculum, Assessment and Reporting in Public Schools.

Staff are responsible for:

- Implementation of the policy.
- Implementation of educational programmes and school-based assessments.
- Reporting on student progress each semester.

SCOPE

- This policy applies to all Freshwater Bay PS staff.

DEFINITIONS

ASSESSMENT

- Assessment is carefully constructed to enable judgements to be made about students' progress in ways that contribute to ongoing learning.

EDUCATIONAL PROGRAMME

- An organised set of learning activities designed to enable a student, or a child enrolled at a community kindergarten, to develop knowledge, understanding, skills and attitudes relevant to the student's or child's individual needs.

REPORTING

- A formal document created by Teachers to inform Parents or Guardians of a child's progress.

PRINCIPLES UNDERLYING THE POLICY

- In all matters, the safety and educational well-being of students is the first priority.
- To create a school culture where all students, staff and parents or guardians are aware of student progress.

BROAD GUIDELINES

- Issues can be raised verbally or in writing.
- Members of staff will maintain student confidentiality and impartiality when assessing or reporting.

VERSION HISTORY

Version	Approved By	Approval Date	Review Date	Sections Modified	Owner	Implementation Officer
1.0	SCHOOL BOARD	26/03/2019	26/03/2020	New Policy	Principal	Principal

Reporting to Parents Schedule at Freshwater Bay Primary School

Semester One	Semester Two
Term 1 Parent meetings if required for documented plan Week 3 Class Meetings Week 8 On-entry Parent Summary PP-Year 2 Week 8-10 30 March Teacher-Initiated Interviews (K-Year 6)	Term 3 Parent meetings (if required) for documented plan review Week 5 Parent Open Night
Term 2 Parent meetings (if required) for documented plan review Week 10 System Summative Reports (K-6)	Term 4 Parent meetings (if required) for documented plan review Week 10 System Summative Reports (K-6)

Western Australian Curriculum and Assessment K-10 Outline Reporting Requirements Reporting of student achievement in learning areas

The National Education Agreement 2009 (NEA) requires the provision to parents and carers by all schools of plain language reports twice a year that:

- are readily understandable to those responsible for the student and give an accurate and objective assessment of the student's progress and achievement;
- include an assessment of the student's achievement against any available standards; and
- include, for learning areas studied, an assessment of the student's achievement: reported as A, B, C, D and E (or an equivalent five-point scale), clearly defined against specific learning standards;
- relative to the performance of the student's peer group.

In Western Australia, student achievement in the learning areas taught is reported on a five-point scale for all years from Pre-primary to Year 10. In Years 3 – 10 the following table of letter grades and achievement descriptors must be used but flexibility is provided for systems or schools in Pre-primary to Year 2 reporting as detailed below:

- A** |The student demonstrates achievement of what is expected for 12 months above current year level.
- B** |The student demonstrates achievement of what is expected for 6 – 12 months above current year level.
- C** |The student demonstrates achievement of what is expected for current year level.
- D** |The student demonstrates achievement of what is expected for 6 – 12 months below current year level.
- E** |The student demonstrates achievement of what is expected for 12 months below current year level

Minimum reporting requirements and guidelines

The following table includes prescribed minimum reporting requirements and guidelines for the learning areas taught in Pre-primary to Year 10 in Western Australian schools.

Schools should report twice a year on a student's achievement in English, Mathematics, Science and Health and Physical Education. For the remaining learning areas schools should report twice a year if the learning area is taught over a year and once a year for learning areas taught over a term or semester.

Reporting learning area achievement using the Curriculum Framework

For those learning areas for which the Australian Curriculum is not yet available or has not been implemented, schools should continue to report student achievement against the Curriculum Framework using the five levels of achievement defined above.

Learning areas	Freshwater Bay PS	Semester Requirements
English Schools report one grade (A–E) as a minimum for English.	Report at a more detailed level for the modes of Reading and Viewing, Writing, Speaking and Listening.	Semester 1 & 2 Reading and Viewing Writing Speaking and Listening
Mathematics Schools report one grade (A–E) as a minimum for Mathematics.	Report at a more detailed level for the modes of Number and Algebra, Measurement and Geometry, Statistics and Probability.	Semester 1 Number and Algebra Measurement and Geometry Semester 2 Number and Algebra Measurement and Geometry Statistics and Probability.
Science Schools report one grade (A–E) as a minimum for Science. Biological Sciences; Chemical Sciences; Earth and Space Sciences; Physical Sciences	Report at a detailed level on Science Understanding, Science Inquiry Skills and Science as a Human Endeavour Content: Biological Sciences, Chemical Sciences, Earth and Space Sciences, Physical Sciences.	Semester 1 Content: Science Understanding Science Inquiry Skills Semester 2 Content: Science Understanding Science Inquiry Skills
Humanities and Social Sciences Schools report one grade (A–E) as a minimum for Humanities and Social Sciences. Geography History Civics and Citizenship Economics and Business	Report to parents at a more detailed level, once a year in Geography one semester & History in the other semester. Teachers will use access the HASS curriculum on the WACAO (SCSA) website	Semester 1 Negotiated in year levels Year 1-2 History Geography Year 3-4 History Geography Civics and Citizenship Year 5-6 History, Geography, Civics and Citizenship, Economics and Business Semester 2 Negotiated in year levels Year 1-2 History Geography Year 3-4 History Geography Civics and Citizenship Year 5-6 History, Geography, Civics and Citizenship, Economics and Business
Languages French	Report at a more detailed level for French each semester.	Semester 1 & 2 Listening, Responding. Speaking
The Arts Across a year schools report one grade (A–E) as a minimum in a performance arts subject and one grade (A–E) as a minimum in a visual arts subject: <ul style="list-style-type: none"> • where subjects are taught concurrently during the year two grades are required each semester • where the subjects are taught in separate semesters it is permissible to report on a Performance Arts subject in one semester and a Visual Arts subject in the other semester. 	Report at a more detailed level, for Music and Visual Arts.	Semester 1 Music & Visual Arts Art Ideas Art Skills and Processes Semester 1 Music & Visual Arts Art Skills and Processes Responding

Learning areas	Freshwater Bay PS	Semester Requirements
<p>Health and Physical Education Schools report one grade (A–E) as a minimum for Health and one grade (A–E) as a minimum for Physical Education.</p>	<p>Report at a more detailed level, for Physical Activity and Health</p>	<p>Semester 1 Skills for physical activity Knowledge and Understanding</p> <p>Semester 2 Skills for physical activity Knowledge and Understanding</p>
<p>Technologies Design and Technology; Digital Technologies Across a year schools report one grade (A–E) as a minimum for Design and Technologies and one grade (A–E) as a minimum for Digital Technologies:</p> <ul style="list-style-type: none"> • where subjects are taught concurrently during the year, two grades are required each semester • where the subjects are taught in separate semesters it is permissible to report on Design and Technologies in one semester and Digital Technologies in the other semester. 	<p>Report at a more detailed level, for Information Technologies</p>	<p>Semester 1 Design and Technologies</p> <p>Semester 2 Digital Technologies</p>

Reporting on student attributes

In addition to reporting students' achievement in the eight learning areas identified previously, each school's reporting policy require that formal reports to parents include information relating to the development of other student attributes that influence learning.

It is strongly recommended that schools use an alternative approach when reporting on such attributes and do not use the same five-point scale which is used as a measure of achievement.

At Freshwater Bay Primary School for Pre-primary to Year 10, school reports include:

- a teacher assessment of the student's attitude, behaviour and effort;
- teacher comments in English and mathematics; and
- an overall teacher comment.
- a description of the student's progress in personal and social learning.

Mid-year reporting

Australian Curriculum achievement standards describe the expected achievement for students who have been taught the curriculum content for the full year of schooling. Therefore, in mid-year reports, teachers should make a professional judgment regarding the level of achievement that the student is demonstrating relative to the achievement standard, taking into account the curriculum that has been taught and assessed to that point in time. Thus, students demonstrating excellent achievement at that point in time would be allocated an A grade or excellent achievement, students demonstrating satisfactory achievement would be allocated a C grade or satisfactory achievement.

Kindergarten Reporting

The Kindergarten Curriculum Guidelines have been developed in the knowledge that the Kindergarten year precedes the Pre-primary year, the first year of compulsory schooling in Western Australia. The focus of the Guidelines is on children's learning and development consistent with the emphasis in the EYLF.

At Freshwater Bay Primary School, the Kindergarten team have developed a reporting template to provide parents with a summary of their child's skill development over the year.