



DONVALE PRIMARY SCHOOL

REPORTING STUDENT PROGRESS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal 03 9842 3373

RATIONALE

Reporting is a process of communicating information to assist student learning. It should provide constructive feedback about the student's achievement and progress and include recommendations for future learning. At DPS, both formal and informal opportunities are offered to discuss student progress.

GOALS

- To inform parents and carers about age-appropriate social and academic progress.
- To support students in evaluating their own learning by utilising self-assessment.
- To maintain a cumulative, confidential record of each student's progress to assist the transition from year to year.

IMPLEMENTATION

- Interviews will be offered at the beginning and midpoint of the year with relevant staff. Throughout the year, there may be times when parents or teachers feel the need for additional interviews and these times will be arranged as appropriate.
- Reporting student progress will take the following forms:
 - Written reports will be issued via the school management system Compass at the midpoint and end of year.
 - Reports will be written in line with DET's Reporting Student Achievement and Progress Policy

- Mid-year reports are a two-part process; a written report and a parent-teacher interview.
 - Individual Education Plans will be established in select circumstances.
 - NAPLAN reports for Grades 3 and 5 will be issued to parents.
- A cumulative record of each student's progress is maintained within the school via Compass. These records include each year's report and reports from any specialist referrals.
 - If a student transfers to another school or another school requests a report, a copy of the current written report will be supplied and where appropriate, parental permission will be sought.
 - The format of the written report shows student achievement and progress against an age-related five-point scale, as well as what is 'expected' for that time of year against the Victorian Curriculum achievement standards.
 - It is the responsibility of the school leadership team to ensure that all staff comply with this policy and monitor / develop implementation strategies to further improve student progress communication.

POLICY REVIEW AND APPROVAL

Consultation	School Council / Staff Feb 2023 Parent Community via newsletter / parent portal Compass February 2023
Approved by	Principal and School Council February 2023
Next scheduled review date	2025