



ST PIUS X CATHOLIC PRIMARY SCHOOL

REPORTING TO PARENTS POLICY

Originally Released 2010
Reviewed 2016
Due for Review 2018

RATIONALE

It is an obligation of St Pius X Catholic Primary School to operate an efficient and comprehensive reporting program that keeps parents informed of the academic, social and behavioural progress of their children. The reporting process includes written reports, parent meetings, NAPLAN reporting and providing opportunities for parents to view the learning experiences of all students.

OBJECTIVES

- To show the growth and development of students in the Learning Areas as stipulated by the Western Australian Syllabus.
- To support and supplement other means of student assessment and reporting.
- To help substantiate other means of assessment.
- To help the process of 'intervention' and 'extension' for each student.
- To involve students, parents and staff in the assessment and feedback process.

OUTCOMES

- The work samples will provide a direct link between student performance and student outcomes as defined in the programs of work.
- The work samples will be cumulative and ultimately reflect the learning that has taken place during a whole school year.
- Assessment will be moderated and consistent within all elements of communication.

INTERIM REPORTS:

- Students going on holiday at the end of Term 1 and not returning until the beginning of Term 2, parents will receive the Interim Report posted via Australia Post at the end of the term.
- New students arriving during the term (or not enrolled for at least half of the term) will not receive an Interim Report.

END OF SEMESTER REPORTS:

- A formal report cannot be completed for a student leaving or new to the school within any semester unless that student has completed at least 15 weeks attendance in that semester. The report may be completed with modifications with other student reports prior to the end of semester.
- Students going on holiday during a semester and returning within the same semester may have not been assessed in specific learning areas and will have NOT APPLICABLE (NA) on the formal report, the work/outcomes missed.
- Students new to the school may be given a modified report depending on the amount of time spent within the learning group.
- Students leaving 2 weeks or less before the end of a semester formal report will have the report completed with other student reports prior to the end of the semester and posted to the address as advised by the parent.

Please Note:

- Reports will be posted to the family home if no forwarding address is given.

- Exceptions may be allowed in consultation with the Principal.

TIMELINE OF REPORTING

Term 1

Week 9/10: Interim Report
Progress File
Parent Interviews

Term 2

Week 9: Formal Reports to be send home
Progress File
Week 9/10: Parent Interviews – if requested by teacher or parents

Term 3

Week 10: Open Classes
Progress File

Term 4

Week 8/9: Parent Interview – if requested by teacher or parents
Week 9/10: All work books, files and/or work samples to be sent home. These items are not required to be returned
Week 10: Formal Reports to be sent home