



## REPORTING POLICY

### Value Statement:

St Eugene College is committed to a vibrant educational partnership with parents. Reporting should focus on plotting the educational progress of students in a manner which is easily understood by parents and effectively maps their progress.

### Procedures:

#### Prep - 6

- Written reports will be issued twice a year, at the end of semester 1 and semester 2. The focus of these reports will be twofold:
  1. Reporting student progress as an individual learner
  2. Rating student achievement according to the 5 point rating scale working towards the *Standards* as designated by the Australian Curriculum
- Parent teacher interviews will be conducted twice a year:
  1. Early in term 1 following the parent teacher information evening. The purpose of these interviews will be on the parent reporting on their child to the teacher, using the parent reflection.
  2. In a designated period at the end of semester 1 and the beginning of semester 2. The purpose of these interviews will be on the school reporting to parents. This will be a 3 way conference involving teacher, student and parents which leads to the setting of student goals and is aligned to the semester 1 report.
- Portfolios which support teacher reporting and contain some samples of the student's work will be sent home twice a year at the end of each semester.

#### Yrs 7 to 10

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  1. Reporting student progress as an individual learner
  2. Rating student achievement according to the 5 point rating scale working towards the *Standards* as designated by the Australian Curriculum
- A mid semester report will be sent home at the end of term 1. The purpose of this report is to provide feedback about student work habits and academic application.
- A parent teacher interview evening is held early in term 2 which will allow parents the opportunity to engage with teachers with whom they want to discuss their child's progress. This will be a 3 way conference involving teacher, student and parents.
- During second semester, a second interview may be requested by teachers on a needs basis.