



REPORTING STUDENT ACHIEVEMENT & PROGRESS POLICY

Latest DET Update: 15/06/2020

First Developed: 2014

Updated: 2016, May & August 2018 and August 2020

During flexible and remote learning, and consistent with existing expectations for students in Foundation – Year 10:

- student learning should continue to be assessed
- assessment should be embedded within the teaching and learning cycle
- a combination of formative and summative assessment strategies should be used to monitor progress and inform future teaching
- teachers should provide feedback to students on their learning in accordance with the school's communications plan.

For further information please refer to Teaching and Remote Learning from Home on the website below.

Policy & Guidance

- Schools are required to formally report student achievement and progress to parents/carers at least twice per school year for each student enrolled at the school.
- The report must be a written report (print or digital), be in an accessible form and be easy for parents/carers to understand.
- Schools must report directly against the Victorian [Curriculum F-10 achievement standards](#) or, if reporting on students for whom English is an additional language, either the [EAL Companion to the AusVELS](#) or the Victorian [Curriculum F-10 EAL achievement standards](#).
- Both student achievement and progress must be included in the report.
- Opportunities must be provided for parents/carers and students to discuss the school report with teachers and/or school leaders.
- The Department does not prescribe a reporting format.
- Requirements for student reporting in Victorian government schools are defined with reference to:
 - the [Guidelines to the Minimum Standards and Requirements for School Registration](#) issued by the Victorian Registration and Qualifications Authority (VRQA)
 - the [F-10 Revised Curriculum Planning and Reporting Guidelines](#) issued by the Victorian Curriculum and Assessment Authority (VCAA)

Purpose

- To ensure Pender's Grove Primary School is aware of its obligations relating to reporting student achievement across Foundation to Year 6, including English as an Additional Language (EAL) students to parents/carers.

Implementation

- The school will formally report student achievement and progress to parents/carers at least twice per school year for each student enrolled at the school. The report will be:
 - a written report (print or digital)
 - in an accessible form, and
 - easy for parents/carers to understand

- The school will report directly against the [Victorian Curriculum F - 10 achievement standards](#), or if reporting on students for whom English is an Additional Language (EAL), either:
 - the EAL companion to the AusVELS, or
 - the Victorian Curriculum F-10 EAL achievement standards
- Both student achievement and progress will be included in the report.
- The five-point scale will be used when reporting on student achievement and progress:
 - this requirement cannot be met by using the existing levels of the curriculum
 - for English, Mathematics and Science, at least an age-related five-point scale is required
 - for all other curriculum areas, another kind of five-point scale may be used (for example, a scale developed around learning goals or learning dimensions)
 - more than one scale may be used for the same learning area or capability
- Opportunities will be provided for parents/carers and students to discuss the school report with teachers and/or school leaders.
- Interpreting services are available for communicating with parents/carers who require assistance in understanding their child's achievement and progress. Refer to [Interpreting and Translation Services](#).

Note that there may be specific instances where a school decides in partnership with an individual student and their parents/carers that an alternative to a full report for that student is appropriate.

- The school will develop the report format.
- Student reports will be retained for 30 years after student departures. In some cases, student reports are considered permanent records, which prohibits their disposal Refer Records Management Policy.
- Further support, guidance and advice regarding student reporting can be found on the [Guidance](#) tab at the website below.

Reporting to the Department

The school will upload their student achievement data via CASES21 twice yearly — by 30 June and 31 December each year.

The school will record data in the Department's specified format so that CASES21 can accept it.

Note: There are two methods for recording data: an import/export process utilising commercial reporting software, or direct entry into CASES21

If the school uses commercial reporting software, the vendor will be compliant with the Department's specified format.

A step-by-step process for preparing student achievement data and sending summary results to the Department is provided in the [CASES21 Administration User Guide Chapter 23 — Student Achievement](#) (login required).

Records Management

Student reports are records. In some case, they are considered permanent records, which prohibits their disposal.

Foundation (Prep) – Year 6 reports will be kept for six years after student departures.

- Please refer also to the school's *Assessment of Student Achievement & Progress Policy*, *Curriculum Programs Foundation – Year 10 Policy* and the *Data Analysis Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late June 2020).

Mandatory for VRQA purposes
School Council Approval No Longer Required

Reference:

<http://www2.education.vic.gov.au/pal/reporting-student-achievement>