

Reporting Policy

Swanbourne Primary School's reporting policy is in line with the 2005 Department of Education and Training, Curriculum, Assessment and Reporting Policy. In this policy it states that all Government Schools will:

1. Provide a balanced curriculum that maximises the capacity of all students to achieve the outcomes of the *Curriculum Framework*.
2. Use the *Outcomes and Standards Framework*:
 - to monitor, evaluate, report on and plan for improvement of individual student achievement;
 - to evaluate and report on student achievement of standards described in the Achievement Targets specified at Years 3, 5, 7 and 9; and
 - as the basis for reporting school progress and achievement and demonstrating school accountability.
3. Implement system-endorsed moderation processes to support teachers to make consistent judgements.
4. Administer and use the data from the prescribed WALNA and MSE system assessments.
5. Report regular and relevant information to parents/caregivers on student progress and achievement.

Swanbourne Primary School provides a breadth and depth of curriculum to all students as articulated in the Department's schedule A and Swanbourne Primary School's scope and sequence of schedule A.

Teachers engage in ongoing moderation activities within and between schools using moderation processes and support materials to ensure consistent, comparable teacher judgements. Teachers incorporate student progress and achievement information from system assessments such as WALNA and MSE into their assessment, planning, reporting and accountability processes and forms part of the school MIS information.

Swanbourne PS reports regular and relevant information to parents/caregivers on student progress and achievement in relation to the levels in the Outcomes and Standards Framework and make judgements about student attainment of the standards described in the Achievement Targets for Years 3, 5, 7.

Reporting processes and practices are a regular part of the teaching and learning process and are consistent with the school's assessment practices intended to provide clear, comprehensive and accurate information to all parents and carers.

Student profiles store student information, written reports and Individual Education Plans.

The following is Swanbourne Primary School's reporting schedule:

Term 1	All classes - Parent/Teacher class meetings ECU – Regular parent/teacher contact ESU – Parent interviews
Term 2	Yr 1 to 7 DET report ECU – Portfolios and Social/Emotional checklist ESU – Formal report based on IEPs
Term 3	Open Night – work on display
Term 4	Yr 1 to 7 DET Summative Report ECU – Work samples package and Formal Report ESU – Formal Report based on IEPs