| **ELTHAM NORTH PRIMARY SCHOOL No 4212****POLICY MANUAL** |
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| **POLICY NO. 5.33** | **TOPIC: ASSESSMENT AND REPORTING** | **Page 1 of 1** |
| **PREAMBLE:**Assessment and Reporting is an integral part of the school's teaching and learning program. Assessment is essential for the ongoing monitoring of each student’s progress towards achievement of the Victorian Curriculum. Assessment requires a mix of summative assessment of learning to determine what the student has achieved, formative assessment to inform the next stage of learning that will occur, and ongoing assessment which focuses on teacher feedback alongside student reflection and self-assessment. Assessment occurs both formally, through the school’s Assessment and Monitoring Schedule, and informally by each teacher throughout the year. Reporting communicates the student's progress and achievements by providing clear and comprehensive information. Reporting is based upon a mix of formal and informal reports, both written and verbal, which focuses on the student's knowledge, skills and attitude to work. Reporting focuses positively on the student's progress while outlining areas requiring further development and suggests ways to address these.**PURPOSE:**To assist the improvement of student learning through ongoing monitoring in both formal and informal waysTo inform teachers and parents of progress in student learning and to identify learning areas requiring further development To encourage students to reflect on their own learning To provide a basis for program evaluation and continuing curriculum improvementTo develop a sense of partnership in learning among parents, teachers and students**GUIDELINES FOR IMPLEMENTATION:*** 1. All assessment and reporting will be in accordance with DET guidelines and based on the Victorian Curriculum.
	2. Formal reporting to parents will take place on a regular basis with:
* Parent Student Teacher Conferences usually held in term one to discuss student learning goals for Term 2.
* A written report at mid-year (using the prescribed DET reporting format and software).
* Parent Student Teacher Conferences at mid-year to review learning goals, present new learning goals and share student portfolio tasks.
* A written report at the end of the school year.
	1. Reporting will focus positively on students’ progress, indicating what has been achieved during the semester. Student learning goals will outline areas identified by the classroom teacher and the student, as requiring focussed attention.
	2. An Individual Learning Plan will be provided for those students involved in PSG, Support & Extension programs and will suggest ways to overcome difficulties and improve performance, where applicable.
	3. The student portfolio contains samples of best work, Rich Assessment Tasks (learning tasks that provide the classroom teacher with quality information about the strategies being used by the child to solve problems) and examples of work in progress. Portfolios will be sent home before mid-year conferences and at the end of the year.
	4. Students will be involved in tasks outlined in the school’s Assessment, Monitoring and Reporting Schedule as well as other classroom based monitoring tasks, including a variety of self-assessment and peer assessment activities.
	5. When planning the Integrated Units the stated learning focuses and related standards will form the basis for reporting at both mid and end of year.
	6. Parents will be able to make individual appointment times throughout the year for interviews, if necessary.
	7. This policy will be reviewed in accordance with the School Management Plan.

**PARENTS’ ROLE:**The Assessment and Reporting Program should include opportunities for regular and additional parent-teacher communication either through additional interviews, informal meetings or the use of other forms of communication, such as a daily communication book. **DOCUMENTS IN SUPPORT OF THIS POLICY:**Eltham North Assessment, Monitoring and Reporting Schedule  |
| **Program Leader:**Michael Farrell | **Issued** to web: Nov 2022 | **Updated / Ratified by SC:**June 2022 |