ASSESSMENT & REPORTING POLICY

REVISED:

November 2007
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INTRODUCTION

The main principles of this policy include:

- Learning requires feedback and supported opportunities to respond to feedback
- Every learner should clearly understand the criteria for success.
- Every learner should participate actively in the co-construction of planning, implementing, assessing and reporting on their learning
- Learning performances can, and should happen in many different ways
- Everyone in the learning community plays a critical role in providing feedback and supporting improvement (parents/caregivers, staff, students and self)
- Assessment and reporting reflects the SACSA Framework
- Everyone is a Leader and a Learner

At EPPS we believe our student assessment & reporting policy addresses these principles through structures and procedures that include:

- Parent Survey of their child
- Acquaintance Night
- Term Outlines
- Parent/ Teacher/ Student Conferences
- Learning Portfolios
- Open Class / Student Presentations
- Student Reports

and staff assessment reporting policy include:

- Sharing of practice
- Personal Learning Plans and Performance Reviews
- Site Learning Plan & Annual Report
- Governing Council Report
STUDENT ASSESSMENT & REPORTING POLICY CRITERIA

REQUIRED REPORTING SCHEDULE

EVERY TERM

TERM OUTLINE

A learning outline will be sent home by the Friday of Week 2 of each term (a copy to be given to your Line Manager)

This outline is provided to give the parents/caregivers and students a brief description of the learning focus for students throughout the term. It needs to be understood that this outline may be changed according to the students’ abilities, needs and interests. Some teachers may choose to send home their learning outline more often, eg weekly, monthly.

Term 1
- Parent Survey – Week 1 (Sample included – you may change)
- Acquaintance Night - Week 3 - a written summary to be sent out 3 days before the night
- Student / Parent / Teacher Conference

Term 2
- Student Report – Friday week 9. To be with line managers 2 weeks ahead

Term 4
- Student Report – Friday Week 8. To be with Line Managers 2 weeks ahead
ACQUAINTANCE NIGHT

An Acquaintance Night that provides an opportunity for parents/caregivers to meet teachers will occur during Week 3 of Term 1 on a day and times to be agreed upon by the majority of staff.

All teachers will have a written statement for parents/caregivers, to be sent home at least three days before the Acquaintance Night. On the night, each teacher will provide a short information session to parents/caregivers and then answer any questions relating to the organisation, management and curriculum of the whole class.

This is not an interview night and if parents/caregivers require an interview, teachers may arrange an alternative time.

The Written Statement includes:

- A brief explanation of the skills, knowledge and understandings that will be the focus for learning.
- Information about classroom organisation.
- The classroom expectations in line with the school’s RITCHR (Respect, Integrity, Trust, Caring, Honesty, Responsibility) values.
- Information on how parents/caregivers can be involved at school and at home.

STUDENT / PARENT / TEACHER CONFERENCES

(proformas included in this policy)

The student is expected to attend the conference, with teachers and/or parents having the option of requesting student non-attendance for part of the conference.

An Action Plan will be formulated at parent/teacher/student conferences for students with identified learning needs or behaviour problems.

A copy of the plan, with dated review times, is given to the child and the parent with the original held by the school with the plan forming the basis for future conferences.
LEARNING PORTFOLIOS or DVDs (optional)

Some teachers like to use these and you are welcome to do so but you need to meet all other Reporting Timelines

- Portfolios may show samples of learning process to arrive at published sample, e.g. draft, editing, product.
- All work samples to include the following:
  - the Task
  - learning outcomes
  - what students achieved
  - future goals
- In one term, to include 8 to 10 assessed pieces of work from a variety of curriculum areas.
- Students should be involved in negotiating work to be included.
- Need to include a 'social' profile with contributions from, teacher, student and peers.
- To reflect continuous assessment, showing the learning journey through the year, rather than be a place to share ‘good work.’
- DVDs may
  - be a visual and aural display of student participation in school learning activities
  - include student reviews of activities throughout the year
  - include samples of power points or other digital mediums produced by the student.

OPEN CLASS / STUDENT PRESENTATIONS (optional)

These add to but do not replace written Reports

- Involve students in defining the purpose and publicity for parents / caregivers.
- Every student to be involved.
- Needs to be well planned and encompass:
  - Teacher / students talking about their learning including:
    - planning, learning programs and outcomes
    - samples of work using a range of media (e.g books, computer, videos).
    - a student celebration of their new learning.
    - any assessment data
STUDENT REPORTS

- Includes Student Self Assessment and Parent Feedback sheet at the end of the year.

This statement is a personal summary of the student’s learning at the time they are written. The 4th term Report should be learning since Term 2. There should be no surprise because the parents/caregivers, students will have been kept up-to-date with how the student has been progressing throughout the year. Parent contact is expected at any time there is an issue/celebration to ensure the Learning Partnership is enhanced.

STAFF ASSESSMENT & REPORTING

SHARING OF PRACTICE

At a staff meeting each staff member shares the implementation of a significant pedagogical change inclusive of Data to demonstrate Student Learning Outcomes. Other staff support teacher learning through the sharing of ideas and the asking of disruptive/probing questions.

SITE LEARNING PLAN AND ANNUAL REPORTS

These documents require ongoing evidence of staff learning, including plans for further development.

GOVERNING COUNCIL REPORTS

Staff provide Governing Council, at each of their meetings with updates of classroom initiatives that support Site Learning Plan priorities.
Dear Parents / Caregivers

Welcome to the 2008 school year.

To help us gain a better understanding of your child and how we can best meet their needs, would you please answer the following questions:

Name: ______________________________________       Room No:____

1. Describe your child in 3 words.

_________________      __________________      ___________________

2. What do you think are your child's strengths?

3. List several things that interest your child.

4. Areas in which your child has experienced difficulty.

5. What do you want your child to achieve this year?

6. Is there anything else that you feel we should know about your child?

Thank you for your response.
STUDENT / PARENT / TEACHER CONFERENCE

Dear Parents and Caregivers

Parent/Teacher/Student conferences, will take place on _________________
Please tick/number 3 preferred times: Conferences are of 15 minute duration.

*REPLIES NEED TO BE RETURNED BY ____________________________ *

Student’s Name:___________  Teacher’s Name:_____________________

Student Attendance
Parent would like part of the conference to be without the student ☐
Teacher would like part of the conference to be without the student ☐

Other brothers and sisters are:
________________________________________  Teacher:________________________________________
________________________________________  Teacher:________________________________________

Crèche
There will be a crèche available on __________________________ between _______ and _______.
……………………………………………………………………………………………………………………
Crèche Reply Slip
I wish to use the Crèche  Yes  No ☐
If Yes Number of children ☐
Student’s Name:___________  Teacher’s Name:_____________________
Student’s Name:___________  Teacher’s Name:_____________________

Parent/ Caregiver Signature: ______________________________

Assessment & Reporting Policies
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**CONFIRMATION**

**STUDENT / PARENT / TEACHER CONFERENCE**

Student’s Name: ___________________________ Date ________________

Dear ___________________________

Your conference time is on ___________________________ at ________________
in ___________________________.

Kind Regards

.........................................................................................................
# ACTION PLAN

**To be filled in at our conference time:**

This plan will record any action to be taken as a result of our Student / Parent / Teacher / Conference. This plan will be photocopied, with a duplicate put into the student’s file, a copy given to the student and a copy to the parent.

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<th>Action to be taken:</th>
<th>By Whom</th>
<th>Date to be Reviewed</th>
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We acknowledge this Plan and agree to the Action formulated.

Parent/Caregiver’s Signature: __________________________

Teacher’s Signature: ________________________________

Student’s Signature: ________________________________

Other comments:

_____________________________________________________________________

_____________________________________________________________________

Date for next meeting: ________________________________