St Albans East Primary School Assessment and Reporting Policy

Help for non-English speakers

If you need help to understand the information in this policy please contact 9366 2071 or st.albans.east.ps@education.vic.gov.au.

PURPOSE

St Albans East Primary School is committed to assessing, monitoring and reporting on student progress, focussing on the Victorian Curriculum, the English as an Additional Language (EAL) Developmental Continuum and Individual Learning Plans.

St Albans East Primary School ensures that every student at our school has the best opportunity to achieve their full potential. Student reports are a key aspect of that commitment. They are designed to clearly document each student's achievements as well as the next steps in their learning.

SCOPE

All students' progress will be assessed and reported on and parents will be provided with a written report twice a year. This may include an EAL report, an Individual Learning Plan progress report. The process is evidence based, holistic and moderated.

POLICY

Assessment

- To use data to inform teaching practice and improve student performance and learning.
- A yearly assessment schedule will be reviewed, developed and implemented.
- A variety of assessment data including summative and formative assessments will be used to assess and monitor the progress of all students as outlined in the assessment schedule.
- Student progress will be moderated at a team and whole school level to ensure consistency in teacher judgment across the school.
- Data is used to inform planning of programs to suit the needs of individual and cohort of students.
- Professional Learning Teams (PLTs) will monitor the effectiveness of whole school programs on cohort, year level and individual student progress.
- A variety of tools and strategies will be used to collect data, track the progress of and assess student learning including Zones of Proximal Development (ZPD), databases, crosschecks, checklists, student feedback, goal setting, conferring, anecdotal records, observations, self-assessment, moderation and professional learning team planning.
- Professional Learning Teams will monitor the progress of all students and plan for their future learning.

- National Assessment Program (NAPLAN) will assess all eligible students in Years 3 and 5 in reading, writing and language conventions, and numeracy.

Reporting

- Student achievement of the Victorian Curriculum Standards is reported to parents, the school and the Department of Education and Training using the COMPASS Reporting Platform.
- Assessment information will be communicated to teachers, students and parents is clear, concise and comprehensive.
- Student regularly share personal learning goals and progress/evidence towards achievement of these goals to families using the SEESAW Families platform.
- Individual Learning Plans (ILPs) to be developed for students on the Program for Students with Disabilities (PSD), Koorie, Out of Home Care, gifted and talented students, and any other students with specific learning difficulties.
- EAL students will be reported on using the EAL Developmental Continuum.
- Three Way Conferences will be conducted twice a year. These will involve sharing curriculum overviews and student learning goals.
- Written reports will be provided at the end of Semester 1 and 2 outlining student achievements.
- Provide information in the form of a written report with consideration given to the audience.
- Provide interpreters for Three Way Conferences, Student Support Group (SSGs), information evenings, and translations to ensure parents are fully informed of their child's progress and have opportunities to be involved in their child's learning.

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department polices and guidelines:

- Framework for Improving Students Outcomes (FISO 2.0)
- Reporting Student Achievement and Progress for Foundation to 10

The following school policies are also relevant to this Assessment and Reporting Policy:

- Statement of Values and School Philosophy
- Teaching and Learning Handbook: **Assessment Schedule**
- EAL Policy
- Curriculum Framework Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	17/06/2022

Approved by	Principal
Next scheduled review date	17/06/2026