ASSESSMENT AND REPORTING POLICY

The following information explains how teachers report on student progress. The aim is to provide informative reporting structures R-7. Parents are welcome to contact teachers at any stage during the year to discuss student progress or concerns.

ASSESSMENT AND REPORTING TIMETABLE

TERM 1 **Week 3** **Weeks 8-9**	***Acquaintance Night*** **-** An open night for parents/families to meet teachers and receive information about the year ahead. ***Other opportunities for communication between parents and teachers include:*** • Informal discussion by appointment, telephone conversations and interviews organised as required. Parent(s) or teachers can initiate meetings. • Students taking home examples of their learning, ***R-7 Interviews*** Parents are invited to attend an interview with the class teacher/s and specialist teachers to discuss student progress. The discussion is based around examples of students' work, which is used to demonstrate the teacher's assessment of student progress during Term 1. The emphasis is on *literacy* and *numeracy* across the curriculum. Student work samples may include: student goals and targets, student data, running records and/or the outcomes of diagnostic testing.
TERM 2 **Week 2** **Weeks 5-8** **Week 10**	***NAPLAN*** All Year 3, 5 and 7 students undertake NAPLAN in Reading, Language Conventions, Writing and Numeracy ***Mid-Year Data Collection*** All R-7 teachers collect literacy and numeracy data using agreed and consistent assessment tools. All student data is entered onto a data base (Scorelink). Data is analysed at individual, class, cohort and whole school levels to track student growth, prioritise students for intervention and monitor the effectiveness of intervention programs. ***Formal Written Report (Mid-Year)*** A written mid-year summary report on student progress will be provided to parents. Student progress will be reported on using the Australian Curriculum.
TERM 3 **Weeks 7-9**	***R-7 Interviews*** Parents are invited to attend an interview with the class teacher/s to discuss student progress. Discussions will follow the same format as for Term 1.
TERM 4 **Weeks 4-8** **Week 9**	***End of Year Data Collection*** All R-7 teachers collect literacy and numeracy data using agreed and consistent assessment tools. All student data is entered onto Scorelink. Data is analysed at individual, class, cohort and whole school levels to track student growth, report against the SMART targets of the Site Improvement Plan and monitor the effectiveness of intervention programs. Intervention priority list is established for the following year. Assessment data folders are compiled and passed onto the next classroom teacher. ***Formal Written Report (End of Year)*** Each student will take home a summative written report. Student progress will be reported on using the Australian Curriculum.