Wales Street Primary School

ASSESSMENT AND REPORTING
POLICY

Policy No. 1.9

Preamble
Wales Street Primary School recognizes the need for accurate and comprehensive assessment of student performance. Assessment provides data for program evaluation and continuing curriculum improvement. It also helps to identify the achievements and needs of all students. Regular communication (including reporting) of progress between parent\(^1\), student and teacher promotes a shared responsibility for student learning and fosters a strong sense of school community.

Purpose
The purpose of assessment and reporting is:

- To provide meaningful and relevant feedback to students and parents on student learning achievements, strengths, weaknesses and future goals.
- To involve students in assessment of their own progress
- To measure the development of each child against the Victorian Essential Learning Standards (VELS)
- To help plan and develop programs and resources that cater for student diversity.
- To develop a sense of partnership in learning among parents, teachers and students.
- To prepare an Annual Report to the school community on overall achievement of goals as set out in the School Strategic Plan and against Department of Education and Early Childhood Development expectations.

Guidelines for Implementation

- Teachers will use a variety of assessment strategies in teaching programs to provide multiple sources of information about student achievement. These may include tests and assignments, projects, portfolios, performance observations, discussions and involvement in statewide testing processes such as NAPLAN, English Online, Numeracy Interview, Benchmarks, On Demand testing, and school entry assessment tests.
- Teachers will use moderation processes to establish a common interpretation of the VELS domains and dimensions.

Status: Ratified October 2011
Review: 2014
• Teachers will use the Quickvic Reporting system to report twice a year to parents: including individual student portfolios and student self-assessments, sent midyear and end of year.
• The school report will reflect achievements against Department of Education and Early Childhood Development (DEECD) guidelines (i.e., VELS) and use language that is easily understood by parents.
• One parent teacher interview or student-led conference to be held midyear, and an information night for parents in Term 1. Interpreters will be provided when necessary.
• Other opportunities for informal or formal discussion will be available as requested by the parent or teacher.
• Individual Student Files to be maintained according to the DEECD school guidelines.
• The Wales Street P. S. Annual Report is available to all parents in Term 2 and a summary will be posted in the newsletter.

Resources
Quickvic Reporting – computer software for generating reports.
VELS documents

Evaluation

• Parent and Staff Surveys will be conducted each year.
• Assessment and reporting processes and timelines will be reviewed annually.

¹ All references to ‘parents’ are inclusive of guardians and caregivers.