



PLHS Reporting Policy 2017

Preamble

DECD Reporting policy states that students receive at least two formal written reports per year according to the common reporting guidelines. (e.g. grades according to ACARA guidelines). Senior students reporting will be to SACE guidelines.

Purpose and Audience

The purpose of reporting is to provide students and parents with a summary of the curriculum goals and a measure of performance against the expected standards. Reports also provide the school with a record of students' curriculum and achievement for filing, through archiving until destruction.

Principles

- Reporting practices and cycles need to be suited to the specific Year levels.
- Reporting can to be framed as diagnostic/formative or as summative for units of study.
- Parent interviews and/or student conferences should form part of the reporting cycle.
- Graded reporting in Years 8 to 10 needs to reflect the Common Reporting guidelines.
- Reporting of capabilities, attitude, effort and participation may be on a continuum scale rather than a grade.
- The Pastoral Care/Social Education aspects of a student will be reported on. This will include a formal grading of the PLP Personalised Learning Plan, Research Project, Yr 8, 10 and 11 Social Education programs.
- Reporting expectations are clearly defined.

Definitions

- Written report means a descriptive comment of curriculum covered and achievement, including a graded result and relevant continuum results.
- Graded report means reporting on achievement including a graded result and relevant continuum results.
- Continuum report means a descriptive comment of the curriculum covered and achievement reported through relevant continuums.
- Written Comment means a description of a students' achievement of participation, attitude and effort.
- Graded result means either Common Reporting criteria ABCDE, SACE guidelines ABCDE or Satisfactory/ Unsatisfactory
- Traffic light reporting means a visual display of student progress as:
 - Green** – student is performing well in this subject.
 - Amber** – teacher has concerns regarding progress, will keep monitoring.
 - Red** – student is not performing to expectations and intervention is required.

Forms and Cycles of reporting

Year 8-12 subjects

Wk	Term 1	Term2	Term 3	Term 4
1				
2				
3		8-12 Reports (comments)	Yr 12 Reports (comments)	8 to 11 Reports (comments)
4	Traffic Lights (8-12)		Yr 12 Interviews	
5				
6			Traffic Lights (8 to 12)	
7				
8		8 to 11 Reports (grades)		
9	Traffic Lights (8-12)			8 to 10 Reports (grades)
10	Interviews (8-12)		Traffic Lights (8 to 12)	
11				

Exams

Most Stage 1 and 2 subjects will hold exams as part of scheduled exam weeks. Each exam to suit the preparation needs for each Year level subject. Year 10 subjects will have an exam which is not included in grades.

Student on accommodated programs

Students in Special Class or BRIDGE Program will receive a report with curriculum information, achievement comment and a modified grade result or satisfactory/unsatisfactory. Where students spend time in both accommodated and mainstream programs the report format/responsibility needs to be negotiated between staff.

Students with an NEP (Negotiated Education Program) are able to have a modified grade based on accommodations in teachers programs. Their report will indicate that this is a modified result. This option needs to be agreed to by SWD manager and Middle School Assistant Principal.

Subjects wishing to negotiate only modified grading or only continuum reporting will need to negotiate with the school's leadership group. Similarly subjects wishing to use Satisfactory/Unsatisfactory as their grading schedule will need to negotiate with schools' leadership group.

Subjects that run as short term programs or off site programs will need to be recorded as an addendum in the Pastoral Care section of reports. Home group teacher will need to collect student participation in these programs to include in reports or interviews.

Interview process

Parent teacher interviews will be held regularly and conducted by the subject teachers and leadership as needed throughout the year. Interview open night bookings will be managed online – instructions will be sent home.