

MOAMA ANGLICAN GRAMMAR SCHOOL



REPORTING AND ASSESSMENT POLICY

POLICY TITLE	REPORTING AND ASSESSMENT POLICY
POLICY TYPE	MANAGEMENT
DATE POLICY SIGHTED/RATIFIED BY BOARD	6 MARCH 2013 (G. DANHER)
LEGAL ADVICE SOUGHT	BOS (NSW) GUIDELINES
DATE OF POLICY REVIEW	
PERSON RESPONSIBLE FOR POLICY DISSEMINATION	HEAD OF CURRICULUM
PERSON RESPONSIBLE FOR MONITORING AND IMPLEMENTATION	HEAD OF CURRICULUM

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STATEMENT OF CONTEXT AND PURPOSE

Reporting to parents/guardians needs to be constructive and provide a detailed account of the learning experiences that have occurred. It should include information on the three types of assessment:

- Work Requirements,
- Assessment Tasks, and
- Descriptive Assessment.

Any report should be a fair, relevant, adequate and accurate account of a student's achievements. It should focus on the student's work, not the teacher/student relationship. It should give evidence for its judgements and should be easily understood by parents. Parents should receive regular feedback from the School and this should include both written and verbal reports of a formal nature as well as informal verbal communication.

AIMS

- 1) To provide a means of regular communication between the School and families to describe the progress of students.
- 2) To provide a base of information for use in later years, which will allow relevant members of the School community to observe the progress of students as they move through the School.
- 3) To provide advice with respect to subject choices and career paths.
- 4) To provide feedback to families that will help students to modify their approach to the work in particular subjects so as to improve on their current progress.

VERBAL REPORTING

Towards the ends of Terms 1 and 3, formal parent-teacher-student interview nights will be organized at which time teachers will be available to discuss the progress of individual students with the parents. Notification of such nights will be given at least two weeks in advance. Teachers will give information on academic progress, attitude and behaviour. They will indicate general levels of performance for the semester to that stage, make appropriate recommendations for future progress, and report on possible futures given present attitude and achievement.

WRITTEN REPORTING

By the end of Terms 2 and 4, parents will receive written reports prepared by the teachers. These reports will consist of the following report sheets:

Each subject will include a report which will include:

- a brief description of the content of the subject,
- a description of the Work Requirements and the relevant grades,
- a description of the Assessment Tasks and the relevant grades,
- a descriptive assessment which refers to the tasks completed in this subject and makes relevant suggestions for the future. It should also comment on the attitude and behaviour of the student in this subject.

INFORMATION NIGHTS

Early in the School year there are Information Nights during which, parents will be able to meet with relevant staff to discuss programs and plans for the year. Information regarding the overall School program will be discussed at this time.

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REPORTING CONVENTIONS

Reports are prepared using the Schools computerised reporting program. Preferred names may be used in the descriptive section of the report. All sections of the report will be completed and no correction fluid or writing over a mistake will occur.

The grades indicated in the Assessment Policy found in the Staff Handbook will be used in all reports.

Principal

Moama Anglican Grammar School

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