



Reporting Policy

All educators, from foundation to year 7, must report formally twice per year, in writing, to learners and their parents/caregivers about the student's progress and achievement in relation to the Australian Curriculum achievement standards, for all learning areas, using the grades A-E or word equivalents.

In addition, schools are expected to provide descriptive reporting about the learner's engagement and achievement, about what they have learnt, what they need to learn next, skills and how the teacher, student and parent/caregiver can support these next steps to happen.

Federal Government outlines reporting requirements, as part of educational legislation, which is outlined below:

- a school must provide a report to each person responsible for each student at the school;
- a report must be readily understandable to a person responsible for a student at the school;
- a report must be given to each person responsible for the student twice a year;
- for a student who is in any of years 1 to 7, the report must give an accurate and objective assessment of the student's progress and achievement, including an assessment of the student's achievement:
 - against any available national standards
 - relative to the performance of the student's peer group
 - reported as A, B, C, D or E (or word equivalent) for each subject studied, clearly defined against specific learning standards.

There is no requirement for schools to assign A–E grades or word equivalents for reporting on learners in the foundation year.

At Brighton Primary School (the school) student reporting is recorded using 'Sentral', a learner management system. Teachers enter; A to E achievement levels and effort for all subject years 1 to 7, comments for English and Mathematics specifically and submit a general comment on Sentral. In the foundation year teachers allocate effort to all subjects and comment on English, Mathematics and Dispositions for Learning/General Capabilities.

Specialist teachers will provide an individual comment for any student who achieves either an A (excellent achievement) or an E (minimal achievement) grade. These are included as a separate specialist report.

ACHIEVEMENT	
A:	Your child is demonstrating excellent achievement of what is expected at this year level
B:	Your child is demonstrating good achievement of what is expected at this year level
C:	Your child is demonstrating satisfactory achievement of what is expected at this year level
D:	Your child is demonstrating partial achievement of what is expected at this year level
E:	Your child is demonstrating minimal achievement of what is expected at this year level
EFFORT	E - Excellent G - Good S - Satisfactory P - Partial M - Minimal

Academic achievement level and effort explanation as seen on the school's report.



Brighton Primary School & Centre for Deaf Education

Parents can ask the school to provide them with information that clearly shows their child's achievements in the subjects studied in comparison to that of other children in the child's peer group at the school. This information will show the number of students in each of the five achievement levels.

The school works to a reporting timeline for written reports in term 2 and 4 and interviews with parents are scheduled for term 1. Year 7 interviews (panel presentations) are scheduled for weeks 9 and 10 of term 2.

Reporting Timeline

Term 2

Week	Who	Task
5	Teacher	No staff meeting, report writing
7	Teacher	Reports completed
8	Line Manager	Hardcopy with corrections returned to teachers
9 - Monday	Office	Attendance roll over
9 - Tuesday and Wednesday	Office	Printing reports, sent to leadership for signing then passed on to teacher
9 - Thursday	Teacher, Leadership	All reports returned to front office, signed by teacher and leadership. Front office to copy reports for file
10 - Monday	Office, teacher	Original and music reports with envelopes provided to teachers for distribution to classes. Teachers to do any additional copies required for split families
10 - Wednesday	Teacher	All reports sent home

Term 4

Week	Who	Task
4	Teacher	No staff meeting, report writing
6	Teacher	Reports completed
7	Line Manager	Hardcopy with corrections returned to teachers
8 - Monday	Office	Attendance roll over
8 - Tuesday and Wednesday	Office	Printing reports, sent to leadership for signing then passed on to teacher
8 - Thursday	Teacher, Leadership	All reports returned to front office, signed by teacher and leadership. Front office to copy reports for file
9 - Monday	Office, teacher	Original and music reports with envelopes provided to teachers for distribution to classes. Teachers to do any additional copies required for split families
9 - Wednesday	Teacher	All reports sent home