

1. Purpose & Rationale

Schools undertake a range of student assessment and reporting activities to support student learning.

Student reports for parents/carers are confidential documents that schools are required to produce at least twice a year using a five-point rating scale. The purpose of student reports is to:

- report student progress and achievement in Years Prep to 10
- provide parents/carers with clear, individualised information about progress against the achievement standards
- identify the student's areas of strength and areas for improvement

In addition to producing student reports, Sandringham College will offer two online parent-teacher conference to discuss the student's progress.

Schools are advised to develop a school-based policy on assessment and reporting to complement their school's teaching and learning plan. Schools need to assess and report student progress against the Victorian Curriculum for the teaching and learning programs they have designed.

2. Policy Goals

The policy aims:

- To ensure that Sandringham College complies with DET policy in regard to reporting to parents.
- To ensure the College develops school-based policies and procedures so that reports on student progress and achievement can be provided to parents/carers or the community.
- To ensure the College meets legislative requirements for the creation, storage and disposal of records.

3. Implementation

3.1. Reporting

3.1.1. Report Cycles

In addition to producing students reports twice a year, Sandringham College will offer two online parent teacher student conferences to discuss student's progress.

3.1.2. NAPLAN

The National Assessment Program – Literacy and Numeracy (NAPLAN) assesses all students in Years 3, 5, 7 and 9 each year using common tests in reading, writing and language conventions (spelling, grammar and punctuation) and numeracy. These test results are used by:

- students and parents/carers to discuss achievements and progress with teachers

- teachers to identify students who require greater challenges or additional support
- schools to identify strengths and weaknesses in teaching programs and set goals in literacy and numeracy
- school systems to review programs and support offered to schools.

3.1.3. Annual Report

The Annual Report informs parents/carers and the wider school community of the school's successes, activities and achievements throughout the year. To access the performance summaries and school annual reports see: Victorian Registration and Qualifications Authority (VRQA) State Register

3.1.4. Department Reports

The Department also provides each school with other confidential reports that summarise student outcomes in that school, including learning achievement, relative to threshold performance standards. These reports are provided to inform the processes of school strategic planning and review.

3.1.5. Report Exceptions

There may be specific instances where a school decides in partnership with an individual student's parents/carers that it is unnecessary to provide a report for that student.

3.1.6. Procedure

- Sandringham College will develop a Curriculum and Assessment Policy that provides detailed instruction to teachers regarding Assessment and reporting
- The College will assess and report student progress against the Victorian Curriculum, Including the VCE, VET and VCAL curriculums for the teaching and learning programs that have been implemented
- Two online interviews with parents/carers will be conducted each year.
- Parents/carers will be provided with the opportunity to discuss student progress with the school at any time.
- The College will report in general terms on student progress through the preparation of the Annual Reporting 'About or School' document
- The school will create, manage and dispose of electronic and hardcopy public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic) The school will have a system for managing their electronic and hardcopy records to ensure the authenticity, security, reliability and accessibility of these records.
- The school will draw from a number of resources to support assessment practice:
 - English Online Interview
 - VCAA Insight Assess Portal
 - Resources to Support Practice
 - VCAA Victorian Curriculum F-10: Revised Curriculum Planning & Reporting Guidelines
 - VCAA – VCE, VET and VCAL Curriculum Planning and Reporting Guidelines

3.2 Reporting to the Department

Schools must upload their student achievement data via CASES21 twice yearly — by 30 June and 31 December each year.

Schools must record data in the Department's specified format so that CASES21 can accept it.

There are 2 methods for recording data:

- an import/export process utilising commercial reporting software, or
- direct entry into CASES21.

If schools use commercial reporting software, they must ensure the vendor is compliant with the Department's specified format.

- This data is used by the Department to:
- automate some reporting processes for schools — for example, preparation of the performance summary in each school's annual report to the school community, which is a statutory requirement for every school
- provide school improvement reports to school leaders so they can better understand student achievement and progress at the cohort levels and across the whole school — such reports can help inform school strategic planning and review
- identify characteristics and trends in data across schools that may need to be investigated or attended to by the Department (for example, a sharp increase or decline in achievement at the highest levels in one or more learning areas).

3.3 Record Keeping

Student reports are records. In some case, they are considered permanent records, which prohibits their disposal.

Student reports must be kept for the following time periods:

- Prep to Year 8 (all reports): 6 years after student departure
- Year 9 to 12 reports (excluding final report): 30 years after student departure
- Year 9 to 12 reports (final report): A permanent record — must be kept in the school until a transfer to the Public Record Office Victoria (PROV) is arranged by the Department.

For further information on records management in schools refer to Records Management — School Records.

4. Monitoring & Review

This policy was last updated on November 2021. Please refer to the Sandringham Policy Schedule for the next review date.

5. Definitions



DET – Department of Education and Training

NAPLAN – National Assessment Program – Literacy and Numeracy

VCE – Victorian Certificate of Education

VET -Vocational Education and Training

VCAL – Victorian Certificate of Applied Learning

VCAA – Victorian Curriculum Assessment Authority

VRQA – Victorian Registration and Qualifications Authority

CASES21- Computerised Administrative System Environment for Schools

6. References

Policy Number	SC-OP-42	Last Approval Date	1 st May 2020
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	Campus Principals/Facilities Manager	Next Review Date	1 st May 2024
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input type="checkbox"/> Parent Compass <input checked="" type="checkbox"/> Staff Compass <input checked="" type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Staff Handbook/Manual <input type="checkbox"/> Newsletter Article	