
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **900**

POLICY NO: **904**

ISSUE DATE: 18/06/13

TITLE: **REPORTING**

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Student Reporting

RATIONALE:

The Macleans College Board of Trustees will make available to students, parents and caregivers honest and open feedback on students' progress through a clearly identified reporting system.

PURPOSES:

- 1 To provide formative assessment feedback to students as they progress.
- 2 To provide summative assessment feedback to students and parents/caregivers at regular intervals.
- 3 To provide information to parents/caregivers on students' co-curricular participation.
- 4 To provide a summative record of students' achievements for school archives to:
 - a) Assist in future placement of students in appropriate courses.
 - b) Provide records of achievement for student leavers.
 - c) Provide a testimonial for senior student leavers.

PROCEDURES:

- 1 Formative and summative assessment will be reported to students and parents/caregivers through the school reporting system, both formal and informal.
- 2 Students and parents/caregivers will be notified in the school newsletters and website when they can expect to receive formal reports on students' progress.
- 3 Students who wish to appeal against any reporting feedback to parent/caregivers - whether it be of a formative or a summative nature - will in the first instance, apply to the Associate Principal who will take any appropriate action.

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- 4 Parent/caregiver and teacher discussions on the report information will be held at appropriate times during the academic year.
- 5 Other parent/caregiver and teacher interviews will be scheduled at key times during the academic year, including parent information evenings on reporting (and assessment) issues.
- 6 Parents/caregivers have the opportunity to give input into report design at report interview evenings.
- 7 A standardised, computerised reporting system will be used by staff for all year levels.
- 8 Achievement information will be recorded by the school in such a way as to be readily accessible by teachers.
- 9 Archived achievement information will be stored confidentially.
- 10 Parents may at any time make an appointment to discuss student progress.