

# Catholic College Sale REPORTING ON STUDENT LEARNING POLICY

# 1.0 PURPOSE

Reporting on student learning provides parents, guardians or carers with a clear picture of their child's progress, through:

- **1.1** Utilising assessment for learning that focuses on student learning and how it can be improved.
- **1.2** Utilising a mix of summative and formative assessment to inform learning and teaching.
- **1.3** A collection of multiple sources of evidence that are used to monitor and make judgments about student progress.
- **1.4** Providing opportunities for consultation and feedback.

### 2.0 PRINCIPLES

- 2.1 Reporting on student learning and progress occurs in a timely manner throughout the year and must include, but is not limited to, the following opportunities:
  - a) for students in Years 7 12, a system of continual reporting that adheres to dates set by the Deputy Principal Learning and Teaching at the beginning of each Semester, using both assessment and class tasks to provide feedback to all stakeholders in a timely manner;
  - b) for students in Years 7 11, an end-of-Semester One and Semester Two detailed report for each subject;
  - c) for students in Year 12, an end-of-Semester One detailed written report for each subject.
- 2.2 Student assessment results in continual online reporting, giving feedback on the next step in the student's learning, and Semester reports are used to monitor student learning.
- 2.3 Reporting on the Victorian Curriculum for students in Years 7 10 will be in accordance with the Victorian reporting requirements<sup>1</sup>
- 2.4 Reporting on student learning and achievement in VCE, VCE VET and VCE/VM subjects will be aligned with the assessment expectations associated with the following publications;
  - a) VCE and VCE/VM Administrative Handbook<sup>2</sup>;
  - b) VCE and VCE VET Study Designs and Assessment Handbooks<sup>3</sup>;
  - c) VCE/VM Assessment and Planning Guides<sup>4</sup>.

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<sup>&</sup>lt;sup>1</sup> https://www.vcaa.vic.edu.au/curriculum/foundation-10/Pages/VictorianCurriculumF%E2%80%9310Version2-0.aspx#reporting

<sup>&</sup>lt;sup>2</sup> hhttps://www.vcaa.vic.edu.au/curriculum/foundation-10/Pages/VictorianCurriculumF%E2%80%9310Version2-0.aspx

<sup>&</sup>lt;sup>3</sup> https://www.vcaa.vic.edu.au/curriculum/vce/Pages/Index.aspx

<sup>&</sup>lt;sup>4</sup> https://www.vcaa.vic.edu.au/curriculum/vce/Pages/Index.aspx

### 3.0 GUIDELINES

- 3.1 All teachers are expected to provide the reports listed in 2.1 for each of the students in their class.
- 3.2 All teachers are expected to be present for Parent-Student-Teacher interviews and VCE PSTs.
- 3.3 Written reports should be prepared in accordance with advice provided by the authorities indicated in 2.3 and 2.4 and the College's Report Writing Guidelines.
- **3.4** Subject teachers advise the relevant Learning Area Leaders of amendments to the subject descriptors, dimensions, outcomes or school-assessed coursework prior to the updating of end-of-semester reports.
- **3.5** Teachers adhere to the 'Learning and Teaching Dates' published at the beginning of each Semester.
- Teachers new to the College familiarise themselves with the report writing software through our Learning Management System (SIMON).

### 4.0 BASIS FOR DISCRETION

4.1 Any departure from the Principles and Guidelines outlined will be at the discretion of the Deputy Principal Learning and Teaching (or nominee).

## 5.0 EVALUATION

- **5.1** This Policy is to be reviewed annually for minor amendments.
- 5.2 This Policy is to be reviewed in depth in association with a school renewal process.

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