



## REPORTING POLICY

All Trinity College Colac policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

### RATIONALE

At Trinity College Colac, reporting to the parents/guardians should clearly communicate the achievements of the students and provide recommendations which will assist the students' future learning. Accurate and comprehensive reporting of school and student performance facilitates open communication, helps to improve student learning, assists in establishing future direction and helps to identify areas of exemplary performance and areas in need of support and assistance.

Each student is entitled to knowledge, understanding and skills that provide a foundation for successful and lifelong learning and which includes participation in local, national and global communities. The recording of accurate judgements against the standards for every student therefore becomes critical to understanding how well students are progressing towards this entitlement and, together with other assessment evidence and feedback from students and conversations with families and colleagues, what students need to learn next. Ideally, this is a hope-filled process, providing students with avenues for deepening their understanding of who they are, and for pursuing their own horizons in learning and in life.

### SCRIPTURAL CONTEXT

*"In the same way, your light must shine before people,  
so that they will see the good things you do."*

Matthew 5: 15-16

### POLICY STATEMENT

Reporting at Trinity College Colac is to communicate student progress and achievement in a precise and comprehensive manner. Reporting will enhance student learning by accurately determining areas of future need, as well as areas of current performance.

## GUIDELINES

## GUIDELINE INDICATORS

<ul style="list-style-type: none"><li>• Formal reporting to parents will involve both written and oral reports.</li><li>• Reporting must be against the current Victorian educational framework.</li><li>• Reporting requirements will be consistent with current educational thinking and with the Victorian Catholic schools reporting guidelines.</li><li>• Reports will be a confidential communication between parent/guardian, teachers and students.</li></ul>	<ul style="list-style-type: none"><li>• Formal interviews will be held twice a year, with informal discussions between the College and parents/guardians occurring as required.</li><li>• Formal student reports will be provided at least twice a year to parents/guardians for each child, with reports issued in the first half of the year and the second half of the year.</li><li>• Regular informal progress updates (such as assessment task comments and feedback) will be provided to students and parents/guardians via the College's intranet and parent access points.</li><li>• The Victorian Curriculum F-10 framework is the agreed framework to be fully implemented from 2017.</li><li>• Assessments must be made against the standards defined for the strands of each curriculum area.</li><li>• Reports must comprise of accurate, objective and fair assessment using evidence gathered in each school-defined subject during the reporting period.</li><li>• Reports will be provided in an accessible form and be easy for parents/guardians to understand and use. This means that the report must focus on what parents want to know and need to know. The reports must use clear, direct language and concise sentences when comments are used.</li><li>• Accurate assessment must be recorded for every student and must accurately reflect what a student can independently do, say, make or write.</li><li>• Reporting must be displayed in a way that conveys a student's achievement and progress since the last time the standards were reported against. This will use a five-point scale as determined by the College.</li><li>• A five-point scale will also be used to display assessments against standards in modified reports for Students with Additional Learning Needs. Special circumstances reporting must involve consultation with the student and parents/guardians.</li><li>• The method of distribution of reports will be at the discretion of the Principal.</li></ul>
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	<ul style="list-style-type: none"> <li>• Written reports will always be confidential documents.</li> <li>• Reports must be issued to more than one parent/guardian where family circumstances make this appropriate.</li> </ul>
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**REFLECTIVE MATERIALS**

Reporting Student Progress and Achievement – 2016 Guidelines for Victorian Catholic Schools (version 2.0)  
The Victorian Curriculum and Assessment Authority 2014, *F-10 Curriculum Planning and reporting guidelines*,  
VCAA, Melbourne

Ratified	13 <sup>th</sup> September 2016
Board Chair	Anne Ditty
Date for next review	September 2019