



GLENDAL PRIMARY SCHOOL

ASSESSMENT AND REPORTING POLICY

Rationale

- Assessment and Reporting is an integral part of teaching and learning.
- It involves the assessment of an individual pupil's progress and evaluation of the school's policies and programs.
- Assessment is ongoing and cumulative.
- Teachers, pupils and parents all have roles to play in the processes of assessment.
- Information related to each child's progress would be shared with parents on a regular basis.

It is the function of the Assessment and Reporting Program to;

- enable the teachers and the school's administration to evaluate the effectiveness of the educational programs
- provide a basis for making decisions about each student's learning needs
- provide a process by which the school informs parents and guardians of their children's progress.

Guidelines

- Assessment and Reporting practices will take account of the individual's rights to privacy and confidentiality.
- Reporting on student progress shall be constructive, positive and informative with an emphasis on the child's developing skills, abilities and attitudes.
- The report should assist teachers, parents and students to make decisions about future learning.

Implementation

- A variety of ongoing relevant assessment methods shall be used.
- Student reporting shall be based on the progress of each student and shall be non-comparative.
- Teachers shall maintain a variety of written records on each student to guide them in the assessment process.
- Copies of reports and other relevant information shall be kept in individual student folders.
- Individual files will be maintained on children with special needs and will include medical and student services assessments, written reports, profiles and minutes of relevant meetings (e.g. Parent Support Group meetings known as P.S.G. meetings).
- Initial interviews or parent information sessions shall be held between parents and teachers during Term 1 of each year.
- A detailed Parent/Teacher interview shall be held mid-year, prior to which a written report will be passed on to parents/guardians.
- At the end of each year, the parents shall receive a detailed written report with the option of an interview.
- Interviews may be arranged at any time during the year, at parent or teacher request.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle