



COIMADAI PRIMARY SCHOOL N^o. 716

Assessment and Reporting Policy

RATIONALE:

Accurate and comprehensive assessment and reporting of school and student performance helps to maintain open communication, improve student learning outcomes and identify future directions.

AIM: To assess and report school and student performance accurately and comprehensively. To implement assessment and reporting processes within the school. To improve student learning by accurately determining current performance as well as areas of future need and development.

IMPLEMENTATION:

Coimadai Primary School is responsible for reporting on student achievement to the Department of Education and Training (DET), the students, the parents, other teachers and to the school council through the annual report. Coimadai Primary School is responsible for accurately assessing student achievement, as well as whole school performance areas. In accordance with government requirements, each year Coimadai Primary School will provide parents with two written reports on student achievement and offer one formal parent/teacher/student meeting per year. Parents can request additional meetings with teachers as necessary throughout the year.

Individual Student Assessment Portfolios will form an important part of the assessment and reporting process. Coimadai Primary School will develop Individual Learning Plans for students performing above and below expected levels of achievement. Plans will be developed in consultation with parents and where appropriate, with others with specific expertise. The Principal will collect, collate and analyse whole school data, along with staff during PLT meetings. Assessments and the collection and analysis of data will be used by PLT Teams to identify future teaching and learning directions.

Teachers will implement the Coimadai Primary School Assessment Schedule. Teachers will include a variety of assessment strategies in teaching programs to provide multiple sources of information about student achievement. This will include a mix of summative, formative and ongoing assessments. These may include tests, assignments, projects, portfolios, observations, discussions, self and peer assessments, online interviews and involvement in state-wide standardised testing processes such as the National Assessment Program – Literacy and Numeracy (NAPLAN). Staff will participate in whole school moderation sessions so that they can apply consistent judgements of student progress. Students who participate in NAPLAN will receive a written report from DET.

Coimadai Primary School will provide an Annual Report consisting of School Performance Summary and Financial Performance and Position Statement. Information will be provided for parents on curriculum and the school's reporting package through the newsletter and the school website.

REVIEW PERIOD This policy was last updated and approved by Council on 9th February, 2022 and is scheduled for review in October 2024.