



Catholic College Sale

REPORTING ON STUDENT LEARNING POLICY

1.0 PURPOSE

Reporting on student learning provides parents/guardians and care-givers 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 which 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 Assistant 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 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 requirements¹
- 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 Handbook²;
 - b) VCE and VCE VET Study Designs and Assessment Handbooks³;
 - c) VCE/VM Assessment and Planning Guides⁴.

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

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

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

⁴ <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 Learner Advisor, Parent-Student-Teacher interviews and VCE PST's.
- 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 '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.
- 3.6** Teachers new to the College familiarise themselves with the report writing software through our Learning Management System

4.0 BASIS FOR DISCRETION

- 4.1** Any departure from the Principles and Guidelines outlined will be at the discretion of the Assistant Principal of 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.