Assessment and Reporting Policy

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Location -G:\common\teacher\admin\policies

St James School Vision Statement

St James is a Catholic Parish school, called to be a caring partnership, of parents, students and pastor who:

• Seek to learn about God, the teachings of the Catholic Church and nurture a strong and confident faith.

• Encourage the pursuit of academic excellence and the attainment of each persons’ full potential.

• Work together to build a safe, healthy and Gospel centred environment.
**Purpose**

St James’ Primary School believes that assessment and reporting are integral to planned approaches to teaching and learning. The Catholic School achieves its educational mission by transmitting the Catholic Heritage; and making the values of the Gospel the mainspring of everyday teaching and learning.

**Policy Framework:**

- To develop procedure to record student progress.

**Assessment Implementation Process**

Ongoing assessment must be used to inform planning and teaching. The assessment should be also provide a cumulative record of student progress. It should assist in the diagnosis of student’s strengths and weaknesses and provide students with the opportunity to participate in all settings. Assessment techniques developed should recognise individual differences and take into account Individual Learning Plans for students who are deemed ‘at risk’. Assessment should build on a student’s previous knowledge and experiences.

- Ongoing Professional Development will be provided to teachers in the area of assessment.
- Professional judgement is valued as part of the Assessment process and can be developed and deepened through the engagement in the PLT culture developing in St James’ Catholic School.
- The assessment plan for each year group can be accessed to inform and maintain a spread of assessment tasks across a year.

- In line with the Diocesan Guidelines all teachers are encouraged to:
  1. adopt a contemporary curriculum that combines creative thinking skills; information, media and ICT literacy; and life and career skills in the context of core disciplines and across interdisciplinary themes;
  2. employ methods of contemporary pedagogy that integrate innovative and research-proven teaching strategies, modern learning technologies, and ‘real world’ resources and contexts.
**Reporting Implementation Process**

Teachers have the responsibility to provide relevant information to parents on the progress of the children, to develop achievable goals for the assessment of each individual child.

Parents will be given the opportunity to attend two formal interviews focusing on their child’s progress each year and to provide other opportunities for informal discussions between teachers and parents when requested.

Parents are to be kept informed of student progress by but not restricted to:

- Parent information newsletter followed by meet the parents.
- Half yearly Parent/Teacher interviews - Plain English Report
- Yearly Plain English Report / requested interviews
- NAPLAN Results in Year 3&5
- Year 6 RE Test
- IP meetings
- “on the front foot” incidental meetings to monitor and report on student needs (other than formal IP meetings )
- Spread of Grades which can be accessed through the Schoolworx program as a report upon request. All parents can seek access to this document during the reporting periods.

The collection of 21 samples per learning group is to be provided to the LOC at the end of each term in the provided folder.

Assessments can be logged through Schoolworx on the A-E throughout the semester and this in conjunction with the professional teacher judgement forms the basis of the reporting to parents.

Student files should be updated at the end of each term requiring indication of days absent.

All written information/reports regarding student should be kept in his/her file.

These files are confidential and should be dealt with accordingly.

**Reflective Materials**

- St James’ Vision Statement
- St James’ 2015 Plain English Report generated through Schoolworx.

**Policy Responsibility**

Classroom teachers are responsible for the reporting of student progress to parents, and the recording of student information in Schoolworx and Student Record Cards.