



Reporting Policy

The aim of reporting at Hewett Primary School is to provide students and parents/caregivers with ongoing feedback about student progress in ways that accurately highlight growth points and identify areas for improvement.

We believe that there should be a close relationship between home and school and that the people involved - students, teachers and parents/caregivers should be informed and communicated with about student learning achievement.

Hewett Primary School Reporting Program	
Term One	Parent/caregivers and teacher interviews
Term Two	Mid-Year Report Teachers will have been in communication with all parents/caregivers of students that have not achieved a C – satisfactory achievement or higher prior to reports going home during Semester 1.
Term Three	Optional Interviews at the start of Term Three with parents/caregivers or by teacher request
Term Four	End of Year Report Teachers will have been in communication with all parents/caregivers of students that have not achieved a C – satisfactory achievement or higher prior to reports going home during Semester 2.

Written Reports

Written reports are only one part of the overall reporting process. Student work samples, moderation amongst teachers and standardised test results are all used to describe student achievement. School written reports (Rec-Yr 6) contain student progress in curriculum areas and contain information as directed by The Department for Education:

- **Reception:** Reception students receive a mid-year and end of year written report. The reports provided do not include A – E or Equivalent Standards (as per The Department for Education Policy) but include language that reflects learning progress including: *working at* and *working towards*.
- **Years 1 – 6:** Year 1 – 6 students receive a mid-year and end of year written report. As required by The Department for Education reporting policy students will be assessed against an A – E grade or equivalent.

In line with The Department for Education criteria, the following letter grades match the descriptions used in HPS reports:

- A = Excellent Achievement
- B = Good Achievement
- C = Satisfactory Achievement
- D = Partial Achievement
- E = Minimal Achievement

As per The Department for Education Reporting Policy, if requested, written information that clearly shows an individual student achievement in the subjects studied in comparison to that of other students in the students peer group at the school will be provided. This written information should be requested from the Principal.

Reports for students in the Disability Unit reflect achievement against One Plan goals.

