

Rationale:

- To accurately report the standard of student performance and achievement in relation to the Victorian Curriculum's defined outcomes.
- To formally report, to parents/carers, student achievement and progress twice a year.

Vision:

- To report student performance accurately and comprehensively against Victorian state-wide standards.

Action/Implementation:

- Schools are required to formally report student achievement and progress to parents/carers at least twice per school year for each student enrolled at the school.
- The report must be a written report (print or digital), be in an accessible form and be easy for parents/carers to understand.
- Schools must report directly against the Victorian [Curriculum F-10 achievement standards](#) or, if reporting on students for whom English is an additional language, the Victorian [Curriculum F-10 EAL achievement standards](#).
- Both student achievement and progress must be included in the report.
- Opportunities must be provided for parents/carers and students to discuss the school report with teachers and/or school leaders.
- The Department of Education & Training does not prescribe a reporting format.
- Schools must upload their student achievement data via CASES21 twice yearly — by 30 June and 31 December each year.
- Student reports must be kept for prescribed time periods with a minimum of seven years. In some cases, student reports are considered permanent records, which prohibits their disposal. Reports may be kept electronically or in paper form.
- A five-point scale in line with the Victorian Curriculum guidelines must be used when reporting on student achievement and progress. This five-point scale will be explained in the individual child's report.
- Verbal interpreting services are available for communicating with parents/carers who require assistance in understanding their child's achievement and progress. Refer to [Interpreting and Translation Services](#).
- Note that there may be specific instances where a school decides in partnership with an individual student and their parents/carers that an alternative to a full report for that student is appropriate.

This policy should be read in conjunction with the School's 'Assessment Policy.'

This policy will be reviewed as part of the four-year review cycle.