

SCHOOL ASSESSMENT AND REPORTING PLAN 2018

SEMESTER 1 REQUIREMENT	TIMEFRAME	TEACHER EXPECTATION
REPORTING (INFORMAL) Meet and Greet Sessions with parent/carer Initial meeting with parents of at risk students (below expected and above expected year standard)	By the end of week 5, term 1 – Friday 2 March 2018 By the end of term 1 – Friday 13 April 2018	Teachers to initiate a <u>MEET AND GREET</u> information session for parents of students in their class. Teachers Initiate meetings with parents of targeted students re documented plans (special needs students & include EA)
ASSESSMENT Checkpoint Assessments	<u>TERM ONE</u> Checkpoint 1 due for completion by Friday 23 March 2018 <u>TERM TWO</u> Checkpoint 2 due for completion by Friday 1 June 2018	For each Checkpoint ▼ Writing sample (moderated at year and genre as specified) Grammar/Punctuation – as per S & S Comprehension sample Spelling sample (required list plus personal list) Mathematics – basic facts and a general component as per scope and sequence
REPORTING (FORMAL) A formal written report is provided for each student in year K to 6 The mid-year report should focus on <i>student progress toward the year level achievement standard</i> Kindergarten report to focus on progress in literacy, numeracy, social and personal development	Specialist teachers complete data entry by Friday 1 June 2018 Reports to designated administrator for proofing by Friday 8 June 2018 Reports distributed on Wednesday 27 June 2018	Grading ▼ An overall grade (A-E) for each learning area (1-6) against achievement standard Grade descriptors used for Pre Primary only <u>Personalised comments:</u> YEARS K-6 (English/Maths) <u>Specialist Comments</u> Year 3 and Year 5 (Music / Art Craft) Year 3 Japanese <u>General comment</u> for each student (K-6)
SEMESTER 2 REQUIREMENT	TIMEFRAME	TEACHER EXPECTATION
REPORTING (INFORMAL) Meet and Greet Sessions with parent/carer (follow-up) 2 nd meeting with parents of at risk students (below expected and above expected year standard)	This should be completed by the end of week 2, term 3 – Friday 27 July 2018 This should be completed by Friday 21 September 2018	Follow up information provided to parents in semester 1 Teacher initiate meetings with parents of targeted students to discuss progress of targets in documented plans
ASSESSMENT Checkpoint Assessment School Diagnostic Tests (as indicated on Data Schedule)	<u>TERM THREE</u> Checkpoint 3 due for completion by Thursday 6 September 2018 <u>TERM FOUR</u> Checkpoint 4 due for completion by Friday 2 November 2018 (Diagnostic)	For each Checkpoint ▼ Writing sample (moderated at year and genre as specified) Grammar/Punctuation as per S & S Comprehension sample Spelling sample (required list plus personal list) Mathematics – basic facts and a general component as per scope and sequence
¹ REPORTING (FORMAL) Written report for each student in year K-6 End year report to focus on <i>student achievement against the year level achievement standard</i> . Kindergarten report to focus on achievement in literacy, numeracy, social and personal development	Specialist teachers complete data entry by Friday 16 November 2018 Reports to designated administrator for proofing by Friday 23 November 2018 Reports distributed to parents on Tuesday 11 December 2018	Grading ▼ An overall grade (A-E) for each learning area is required (1-6) Grade descriptors used for Pre Primary <u>Personalised comments:</u> YEARS K-6 (English/Maths) <u>Specialist Comments</u> Year 3 and 5 Physical ED/Health Year 3 Japanese <u>General comment</u> for each student (K-6)