

SCHOOL BASED ASSESSMENT AND REPORTING PLAN 2015

SEMESTER 1 REQUIREMENT	TIMEFRAME	TEACHER EXPECTATION
<p>REPORTING (INFORMAL) Meet and Greet Sessions with parent/carer</p> <p>Appointment with parents of at risk students (below expected and above expected year standard)</p> <p>ASSESSMENT Checkpoint Assessment School Data Schedule</p> <p>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></p> <p>Kindergarten report to focus on literacy, numeracy, social and personal development</p>	<p>By the end of week 4, term 1 – Friday 27 February</p> <p>By the end of term 1 – Thursday 2 April</p> <p>TERM ONE Checkpoint 1 (week commencing Monday 16 March)</p> <p>TERM TWO Checkpoint 2 (week commencing Monday 8 June)</p> <p>Reports to office for proofing and editing from Monday 8 June</p> <p>Reports distributed to parents on Wednesday 1 July</p> <p>Opportunity for parent interview made available as necessary</p>	<p>Initiate a <u>MEET AND GREET</u> information session for parents of students in their class.</p> <p>Initiate meetings with parents of targeted students to consult documented plans (special needs students to include EA)</p> <p>Writing sample (moderated at year Recount, Narrative,) Grammar/Punctuation (moderated) Comprehension sample Spelling sample Oracy checklist inclusion Mathematics – Number (moderated at year)</p> <p>Writing sample (moderated at year Narrative, Exposition) Grammar/Punctuation (moderated) Comprehension sample Spelling sample Oracy checklist inclusion Mathematics (Number/Space/Measurement) moderated</p> <p>An overall grade (A-E) for each learning area (3-6) Grade descriptors (K-2) Personalised comments: YEARS P-6 (English/Maths) <i>These comments should indicate what the student has achieved and how they can improve.</i> A general comment for each student (K-6)</p>
SEMESTER 2 REQUIREMENT	TIMEFRAME	TEACHER EXPECTATION
<p>REPORTING (INFORMAL) Follow up Meet and Greet Sessions with parent/carer</p> <p>Appointment with parents of at risk students (below expected and above expected year standard)</p> <p>ASSESSMENT Checkpoint Assessment School Data Schedule</p> <p>REPORTING (FORMAL) Written report for each student in year K-6 End year report to focus on student achievement against the <i>year achievement standard</i>.</p> <p>Kindergarten report to focus on literacy, numeracy, social and personal development</p>	<p>This should be completed by the end of week 3, term 3 – Friday 14 August</p> <p>This should be completed by Friday 18 September</p> <p>TERM THREE Checkpoint 3 (week commencing Monday 7 September)</p> <p>TERM FOUR Checkpoint 4 (week commencing Monday 9 November)</p> <p>Reports to office for proofing and editing from Monday 23 November (specialists by Monday 16 November)</p> <p>Reports distributed to parents on Tuesday 15 December</p> <p>Opportunity for parent interview to be made available</p>	<p>Opportunity to follow up with information provided in semester one</p> <p>Teacher initiated meetings with parents of targeted students to discuss progress of targets in documented plans</p> <p>Writing sample (moderated at year) Grammar/Punctuation (moderated) Comprehension sample Spelling sample Oracy checklist inclusion Mathematics – Number (moderated)</p> <p>Writing sample (moderated) Grammar/Punctuation (moderated) Comprehension sample Spelling sample Oracy checklist inclusion Mathematics</p> <p>An overall grade (A-E) for each learning area is required (3-6) Grade descriptors (K-2) Personalised comments: YEARS K-6 (English/Maths) A general comment for each student</p> <p>Specialists are not required to provide comments but may do so if they wish.</p>