

ASSESSMENT AND REPORTING PLAN 2021

SEMESTER 1 REQUIREMENT	TIMEFRAME	EXPECTATION
REPORTING (INFORMAL)		
Meet and Greet Opportunity	By the end of Week 4, Term 1 – Friday 26 February	Teachers to initiate a <u>MEET AND GREET</u> information session for parents
Three Way Conference	By the end of Term 1 – Thursday 9 April	Teachers Initiate meetings with parents and students (15 minute maximum)
ASSESSMENT		
Checkpoints	<p>Testing – week 7 (Term 1); week 4 and 8 (Term 2) K and P to provide skills checklists.</p> <p>Moderation task in Writing – week 5 of each term</p>	<p>For each Checkpoint Test ▼ Writing sample (moderated at year and genre as specified) – 2 per Semester Grammar/Punctuation – as per S & S Comprehension skills Spelling list Mathematics – basic facts and general</p>
REPORTING (FORMAL)		
A formal written report is provided for each student in year K to 6	Specialist teacher's complete data entry by Week 8, Tuesday 8 June	Grading ▼ An overall grade (A-E) for each learning area (P-6) against the achievement standard
The mid-year report should focus on student <i>progress toward the year level achievement standard</i>	Reports from class teacher to designated administrator for proofing by end Week 8, Friday 11 June	Personalised comments: YEARS K-6 (English/Maths) Specialist Comments Required as discussed General comment for each student (K-6)
Kindergarten report is to focus on progress in literacy, numeracy, social and personal development	Reports emailed to parents on last week Term 2 on designated days	
SEMESTER 2 REQUIREMENT	TIMEFRAME	EXPECTATION
REPORTING (INFORMAL)		
Meet and Greet Opportunity	By the end of week 5, Term 3 – Friday 20 August	Follow up information provided to parents in Semester 1.
Three Way Conference (follow-up)	By the end of week 5, Term 3 – Friday 20 August	Required for students on Documented Plans only (IEP and DSR funded)
Parent Open Night	Week 8, Term 3 – Wednesday 8 September	Showcase the school to our community
ASSESSMENT		
Checkpoints	<p>Testing - week 4 and week 8 (Term 3). Diagnostic tests in week 4 (Term 4) K provide checklists or portfolios</p> <p>Moderation task in Writing week 5 of Term 3 only</p>	<p>For each Checkpoint Test ▼ Writing sample (moderated at year genre as specified) – 1 per Semester Grammar/Punctuation as per S & S Comprehension skills Spelling list Mathematics – basic facts and general</p>
School Diagnostic Tests (as indicated on Data Schedule)		Grading ▼ An overall grade (A-E) for each learning area (P-6) against the achievement standard Personalised comments: YEARS K-6 (English/Maths) Specialist Comments Required as discussed General comment for each student (K-6)
REPORTING (FORMAL)		
Written report for each student in Year K-6	Specialist teacher's complete data entry by Week 7, Wednesday 24 November	
End year report to focus on student <i>achievement against the year level achievement standard</i> .	Reports from class teacher to designated administrator for proofing by Week 7, Friday 26 November	
Kindergarten report to focus on achievement in literacy, numeracy, social and personal development	Reports emailed to parents on last week Term 4 on designated days	

