

ASSESSMENT AND REPORTING POLICY

Rationale

At St. Stephen's we believe that our assessment and reporting should be an ongoing process, which is individual and focused on the progress of each child. Assessment and reporting practices at St. Stephen's provide the opportunity to reflect on the student's progress and plan for further learning. The parents/guardians of the student, as partners with the school in the educational process, have a right to know the assessments made of the student's progress.

Assessment is a continuous process which monitors the progress of the individual student. Assessment procedures contribute to forming a positive learning environment and support other efforts within the total curriculum to build the confidence and self – esteem of students.

Reporting is the communication of clear and comprehensive information regarding student progress and achievement. It should focus positively on student progress and indicate ways to improve performance and overcome difficulties. At all times there should be honest feedback with sensitive communication of strengths and weaknesses. Reporting at St. Stephen's ensures that through its many activities, students will receive adequate indication of progress regarding:

- The full range of areas of the curriculum undertaken at each phase of schooling.
- The knowledge, skills, attitudes, values, social and personal development associated with the teaching and learning in each area.
- The content of the work undertaken together with a clear indication of how well the learning outcomes have been achieved.
- Requirements for the next stage of learning together with prior preparatory work that may need to be done.

Implementation

Whenever a teacher has a concern about a child, the teacher should discuss this with the Principal as early as possible, in order to decide on further action. This may include deciding on any necessary special assessment needs or program needs, and how and when to involve the parents. This will generally be followed up by a meeting with the parents to seek their opinion and to enlist their help and support. Subsequent parent interviews would then occur on a regular basis as necessary.

The assessment and reporting process at St. Stephen's includes:

- An information evening held early in the year to advise parents of expectations for each child at their particular year level.
- Two written reports – mid year (late in term 2) and an end of year report.
- A mid year parent/teacher interview for all children.
- An interview at the end of the year may be initiated by the parent or the teacher.

The mid year report focuses on the Key Learning Areas of Religious Education, English, Mathematics and Integrated Curriculum as well as the social development of each child.

The end of year report will be more comprehensive covering all Key Learning Areas and will focus on student's achievements throughout the year.

Assessment is carried out in all grades using a variety of tools appropriate to the situation, including:

- Work Folios
- Checklists
- Testing
- Anecdotal Records
- Observation
- Self Assessment

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