



Our Lady of Mt Carmel School Mullewa

Phone (08) 99611120 E-Mail admin@olmc.wa.edu.au
P.O. Box 75, Mullewa. W.A. 6630

REPORTING GUIDELINES AND PROCEDURES

Revised: 2018 Revised: 2021 Revised: 2026

POLICY

- A variety of reporting methods are to be used to explain a child's education and personal wellbeing.
- Reporting and providing feedback is recommended to be held in a formal manner, but there are occasions when parents wish to raise an issue in an informal manner.
- Formal and informal approaches of reporting are acceptable.
- If an issue appears to require more in-depth discussion, it may often be necessary to suggest to the parent that a formal meeting time be established. This is to provide quality time to the parent to discuss issues about their child's progress.
- All discussions and meetings are to be documented and kept in the child's relevant SEQTA folder.
- A follow-up time is made with the parent to discuss further achievements or steps to assist the child at school.

PROCEDURES

Parent/Teacher Interviews- Term One and Term Three

All parents are offered time during the last two weeks of terms 1 and 3, to meet in person or have a phone call conversation with the classroom teacher of their child. The aim of this form of reporting is to have the teacher and parent/s present to discuss the learning of the student. Goals are set and evaluation of work achieved is assessed and commented on by all parties. This is a very real and informative appraisal of the child's reflections and abilities at school.

Formal Reporting Formats– Term Two and Term Four

For students from Pre Primary to Year 6, a formal written report is sent home to parents at the end of each semester. These reports are designed to give an indication as to what a child is able to do, based on their knowledge, understanding, skills and social aspects displayed throughout a semester. The reports are a generic computer-based format and based on the SCSA Policy standards for Pre-primary to Year 10: Teaching, Assessing and Reporting.

It is imperative that these reports do not stand alone in regard to a child's progress. Teachers need to constantly assess the student's achievements through the collection of evidence to support their on-balanced judgements. Teacher's must refer and adhere to the OLMC Assessment Schedule that outlines the schedule and expectations for assessment and data collection.

Further evidence may be routinely collected through other methods such as:

- Observations – checklists.
- Rubrics.
- Tests such as Brightpath Mathematics to gauge levels of knowledge and skills.
- Work samples.
- Standardised tests.

Reports need to be completed on the computer and handed to the Principal within the set time. Once corrections have been made, they are entered into SEQTA and saved. The report is then printed and sent home to the Guardians of the student. This occurs twice a year, at the end of term two and at the end of term four.

Parent /Teacher Discussions

It is part of the school's reporting policy that teachers meet with each parent at least twice a year, at appropriate times. Parents of children experiencing academic or social problems should have meetings every term. The Parent/Teacher Meeting format is to be used for the interviews.

General Processes

Kindergarten Parent Information booklet is distributed at orientation.

School communication books are used daily between parents and teachers.

Merit awards are presented at school assemblies.

Email communication with parents

Consultants/Specialist Reports

These reports are kept locked in the Principal's Office in line with the Privacy Act (2001).

RECORD KEEPING OF STUDENT REPORTS AND PROCEDURES

Student Files

The items below are to be held on file within SEQTA:

- Notes from important correspondence with parents (which the Principal is automatically alerted to via email).
- Copies of student reports
- Copies of a student IEP's
- Any Occupational Therapy, Physiotherapy, Speech, Child Health, Continence, Psychological testing, reports. If required these files are locked within SEQTA.

Classroom Teacher, Student Records

Teachers will retain:

- Interview records.
- Work samples.
- Assessment evidence (previously listed).
- Judging Standard records.