



## REPORTING GUIDELINES

### ACT Education Directorate Advice

ACT public schools are expected to provide a formal written report to parents and carers of students from Preschool to Year 12, twice a year. These formal reports form part of the suite of relevant and purposeful opportunities for schools to communicate student learning to families throughout the year.

### The Giralang Primary School reporting procedure for Preschool to Year 6 is:

WHEN	WHAT	PURPOSE	WHO
<b>Term 1,</b> (one week during weeks 1 – 4).	Get to Know You Yarns	To establish a relationship with families & discuss student strengths and needs to set them up for a successful year	Classroom teachers, Small Group Program, Kindergarten – Year 6
<b>Term 1</b> (approx. weeks 5-8)	ILPs developed	To work with families to document the key learning priorities for students on Individual Learning Plans (ILPs)	Class teachers of identified students & intervention specialists Preschool – Year 6
<b>Term 2</b>	Reports	To communicate with families, student learning and progress, against the Australian Curriculum Achievement Standards (K – 6) and Early Years Learning Framework (preschool)	Preschool – Year 6 All staff – class teachers, specialists, intervention team
<b>Term 2</b> (week 9 or 10)	Parent/teacher interviews	To give families and teachers the opportunity to discuss semester 1 reports	All staff, Preschool – Year 6 Specialists to be available for approx. 25 interviews (on parent request). Intervention staff available for interviews based on parent request.
<b>Term 3</b> (week 9)	Learning Journeys	For students to have the opportunity to share learning with their families.	All staff (including specialists), Preschool – Year 6
<b>Term 3</b> (week 5 – 8)	ILP reviews	To review progress against ILP goals and set the focus for the remainder of the year	Class teachers of identified students & intervention specialists. Preschool – Year 6
<b>Term 4</b>	Reports including general written comment	To communicate with families, student learning and progress, against the Australian Curriculum Achievement Standards including A – E grades & Early Years Learning Framework, including one general written comment	Preschool – Year 6 All staff – class teachers, specialists, intervention team. Specialist staff report against achievement standards and student Seesaw portfolios. Intervention team contribute to comments for students they are working with.
<b>Term 4</b> (week 7/ 8)	Get to Know You Yarns	To establish a relationship with families and discuss student’s transition to Preschool in the following year and how to set them up for a successful year	Preschool only
<b>Ongoing</b>	Seesaw portfolios	For families to have evidence of student learning across the year which highlights progress and achievement. This links to Australian Curriculum/ Early Years Learning Framework. Please refer to GPS Seesaw guidelines	Preschool – Year 6

Approved by the Giralang Primary School Board on: 27 November 2023