



Catholic
Education
Commission
Tasmania

Reporting Policy

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1 PURPOSE

The purpose of this policy is to outline school obligations for relating to student reporting requirements to each parent/guardian responsible for each student enrolled at the school across Prep to Year 12.

2 WHO DOES THIS POLICY APPLY TO

This policy applies to all Catholic schools operating in the Archdiocese of Hobart.

3 POLICY PRINCIPLES

3.1 All schools must ensure that reports are provided to each person responsible for each student at the school in accordance with Section 59 of the *Australian Education Regulation 2013 (Cth)*.

3.2 Without limiting requirements imposed by any law, reports must comply with the following minimum requirements:

3.2.1 A report must be readily understandable to a person responsible for a student at the school.

3.2.2 For a student who is in any of years Prep to 12, the report must:

3.2.2.1 give an accurate and objective assessment of the student's progress and achievement, including an assessment of the student's achievement;

(a) Against any available national standards.

(b) Relative to the performance of the student's peer group.

(c) Progress at a point of time against one or more of the following:

(i) The achievement standards of the Australian Curriculum reported at A, B, C, D or E (or on an equivalent 5-point scale) for each subject studied, clearly defined against specific learning standards.

(ii) Good News for Living Curriculum.

(iii) Other national recognised standards, including competency-based standards for VET.

(iv) Relevant TASC Course criteria and standards.

(v) Modified curriculum goals for identified students.

(d) Provide explicit reporting on application and attitude to learning or provide a pastoral and wellbeing comment or both.

3.2.3 Students should not be judged against part of the achievement standard they have not been taught or assessed on.

3.2.4 A narrative report may be issued for students on modified curriculum or students who

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have been extended vertically (due to being identified as being gifted and/or talented), or in some cases for extenuating pastoral reasons may receive a narrative report. Parents/guardians should be consulted before a narrative report is provided.

- 3.2.5** End of year reports for students in Year 10 must include a Transition Statement, based on the student's Proposed Learning Program.
- 3.2.6** For Years 11 and 12 student reports and reporting scales are informed by TASC and VET colleges may decide on the format used to report on student progress and achievement.
- 3.2.7** Principals must issue a Year 12 Completion Certificate when satisfied that a student has completed Year 12.
- 3.2.8** As a minimum, schools must:
 - 3.2.8.1** Provide a formal record of a student's progress and achievement for parents/guardians, twice per year (mid-year and end of year).
 - 3.2.8.2** Offer at least two opportunities for students and their parents/guardians to meet to discuss the student's learning progress and achievement.
- 3.2.9** Student reports must be:
 - 3.2.9.1** Written (print or digital).
 - 3.2.9.2** Accessible and easily understood.
 - 3.2.9.3** Protect the privacy of the student.

4 RECORD KEEPING

Student reports must be kept for the length of time required by our legal requirements and records retention schedule.

5 COMPLIANCE (LEGISLATION AND OTHER DOCUMENTS)

- 5.1** This Policy relates to but is not limited to the following legislation and guidelines:

Commonwealth legislation

- a) *Australian Education Act 2013 (Cth)*
- b) *Australian Education Regulation 2013 (Cth)*
- c) *Disability Discrimination Act 1992 (Cth)*
- d) *Disability Standards for Education 2005 (Cth)*
- e) *Privacy Act 1988 (Cth)*

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Tasmanian legislation

- a) *Anti-Discrimination Act 1998 (Tas)*
- b) *Education Act 2016 (Tas)*
- c) *Education Regulations 2017 (Tas)*
- d) *Office of Tasmanian Assessment, Standards and Certification Act 2003 (Tas)*
- e) *Statement of Year 10 Completion – Ministerial Instruction No. 8*
- f) *Year 12 Completion Certificate - Ministerial Instruction No. 9*

Other

- a) Online Feedback Guidelines (*Under review*)
- b) TCEO Assessment, Reporting and Moderation Guidelines (*Under review*)
- c) TCEO Narrative Reporting Guidelines (*Under review*)

- 5.2** This Policy should be read in conjunction with any individual school guidelines or protocols which may be contextualised for their community.

6 DEFINED TERMS

- 6.1** Refer to CECT Terms and Definitions document available on the CET Website.

7 FURTHER INFORMATION AND ASSISTANCE

- 7.1** For further information and assistance in relation to this Policy please contact Advisor: Governance Policy and Research – policy@catholic.tas.edu.au

8 REVIEW OF THIS POLICY

- 8.1** This Policy will be reviewed every four years.
- 8.2** Updated versions of this Policy will be available on the CET website and on request.

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