

Communication and Reporting to Parents Guidelines

Overview

Weld Square Primary School communicates with parents and carers throughout the year to ensure that they are well informed about their child's achievement and progress. The school also communicates with parents and the school community to ensure information about school events, learning and teaching programs, and general business matters is shared in a timely and useful manner. There is a commitment to building effective partnerships between school and home to support student well-being and academic progress which begins with an interview on enrolment.

Every student receives two formal end of semester reports per year. Further, Pre-primary students are given a document detailing their On Entry Assessment results in first semester and Year 3 and 5 students receive NAPLAN reports in second semester detailing achievement in Spelling, Grammar & Punctuation, Reading, Writing and Numeracy. Students who are allocated Disability Resourcing are reported against their SEN IEP using SEN reporting in addition to the standard report.

At the conclusion of Term One, all parents/carers are requested to attend a meeting with their child's teacher, in Kindergarten – Year 2 this is between the teacher and parent/carer and in Years 3-6 the meeting is '3 Way' between the student/teacher/parent.

In addition to these formal documents and procedures, teachers communicate throughout the year in a variety of ways including meetings, notes, phone conversations and through Connect. These methods ensure that formal reports hold no surprises for parents and carers. Interpreters are used where needed to support communication between the school and families for whom English is an additional language/dialect.

Parents/carers are encouraged to notify the school of any issue or change in circumstance which may impact on a student's participation and/or progress at school. Families must also ensure contact details including email addresses are current at the office.

General Communication

- Connect
- Newsletter – emailed fortnightly
- Website - <http://www.weldsquareps.wa.edu.au/>
- Facebook: [Weld Square Primary School Morley](#)

- P & C – Thursday evenings, twice per term
- Meet the teacher information sessions – early Term 1
- Classroom and School notes as required
- School Council

Student Progress and Achievement Communication

- On Entry Assessment
- NAPLAN
- 3 Way Conferences and Report Meetings – End Term 1
- Open Evening and Arts Festival – Term 3
- Formal report – End of Semester 1 and 2

Assessment and Reporting

Assessment is the process of gathering information about student learning and making judgements on achievement using the gathered data. At Weld Square PS, this information is collected in a variety of ways in accordance with SCSA's Assessment Principles. (SCSA - School Curriculum and Standards Authority)

1. Assessment should be an integral part of Teaching and Learning.
2. Assessment should be educative.
3. Assessment should be fair.
4. Assessment should be designed to meet its specific purpose.
5. Assessment should lead to informative reporting.
6. Assessment should lead to school-wide evaluation processes.

At Weld Square PS, teachers engage in moderation within the school and use SCSA's Judging Tool to report against the Achievement Standards and ensure consistency.

Reporting is the process of communicating the outcomes of assessment to students, parents and carers.

Reference and Resources

Assessment - <http://k10outline.scsa.wa.edu.au/home/assessment/principles-and-reflective-questions>

Judging Standards - <http://k10outline.scsa.wa.edu.au/home/judging-standards>

Reporting - <http://k10outline.scsa.wa.edu.au/home/reporting>

and home. We communicate with parents and carers throughout the year to ensure that they are well informed about their child's achievement and progress. We also communicate with parents and the school community to ensure information about school events, learning and teaching programs, and general business matters is shared in a timely and useful manner. Our commitment to building effective relationships between school and home to support student well-being and academic progress begins with an interview on enrolment.

We ask that parents and carers let the school know of changes to contact and medical information as soon as possible. Please make sure your email address is current so you can access our Connect community. We also encourage parents and carers to inform the school of any incident or change in circumstance which may impact on a student's engagement at school. In addition, parents are welcome to make an appointment to see their child's teacher as necessary. The staff in the front office can help arrange this for you.

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- P & C – Thursday evenings, twice per term
- Meet the teacher information sessions – early Term 1
- Classroom and School notes as required
- School Council
- School Assemblies as per school planner

Student Progress and Achievement Communication

- On Entry Assessment (Pre-primary)
- NAPLAN (Year 3 and 5)
- 3 Way Conferences and Report Meetings – End Term 1
- Open Evening and Arts Festival – Term 3
- Formal report – End of Semester 1 and 2