



Reporting Guidelines

Reporting to Parents

Background

Formal school reports and special education needs reports are provided to parents at the end of Semester 1 and 2 every year. Reports provide parents with a written and informative summary of their child's academic achievement and social development. These are completed in the Department of Education's reporting to parents' platform via IKON.

Reporting at Hyden Primary School

In Term 3 2024, the Minister for Education clarified the requirements for reporting on student progress and achievement. As such the Department of Education worked with the school Curriculum and Standards Authority to clarify the following:

- There is a requirement to provide an overall teacher comment, the content of which is determined by the school.
- There is no requirement to provide learning area comments.
- There is no requirement to provide grades at the strand or sub-strand level, only an overall learning area grade.
- There is no requirement to provide a learning area comment or attachments, such as photos, for students with special educational needs. Reporting for these students aligns with the individual education plan that was developed with parents.

The principal met with staff and the school board in Term 4 2024 to discuss the implications of changing our current Reporting to Parents guidelines with respect to:

- Reducing staff workload in response to the Minister's announcement.
- Providing meaningful information about student achievement and progress to parents.
- Finding a compromise between reducing staff workload while continuing to provide meaningful comment-based feedback about student learning to parents via end-of-semester reports.

In addition to the minimum reporting requirements as stated in the SCASA guidelines, staff have committed to:

- Providing sub-strand grades for English and mathematics.
- Providing a comment for English and mathematics.
- Continuing to provide grades for all learning areas in Pre-primary (requirement only to provide English and mathematics grades).
- Providing a portfolio / work samples for Kindergarten and Pre-primary students.
- Providing a Kindergarten report with an overall judgement for each of the Early Years Learning Framework outcomes.

The principal commits to the following workload reduction measures to support the writing of report comments for English and mathematics and completing K/PP portfolios:

- Budgeting for additional DOTT time to release teachers during the school day. Time will be determined in accordance with factors such as the number of comments to be written.
- Endorsing the creation of and use of a Hyden Primary School comment bank.

Reporting to Parents

Associated Policies & Procedures

Department of Education

- [Curriculum Assessment Reporting Procedures in Public Schools Policy and Procedures \(2023\)](#).
- [Understand end-of-semester reporting requirements and the change process \(2024\)](#).

School Curriculum and Standards Authority

- [Pre-primary to Year 10: Teaching, Assessing and Reporting Policy](#)
- [Policy Standards for Pre-Primary to Year 10: Teaching, Assessing and Reporting \(2018\)](#).

Grade determined based on overall judgement of performance across strands and contexts being taught.

Pre-Primary – Year 6	Learning Area Comment	Sub-Strand Grades	Overall Learning Area Grade
English	✓	✓	✓
Mathematics	✓	✓	✓
Health			✓
The Arts			✓
HASS			✓
Technologies			✓
Science			✓
Health & Physical Education		✓ Health ✓ PE	
Other			
Kindergarten to Year 6	General comment		
Kindergarten & Pre-primary	Portfolio / work samples		
Kindergarten EYLF Learning Area Outcomes	Overall EYLF learning area outcome judgement		