



Related Policies

CECG Privacy
CECG Student Achievement Information -- Collection, Storage, Access and Use
SFX Assessment
SFX Access to Student Records

Purpose

This policy describes the principles and expectations for reporting on student achievement and attendance to parents and carers.

Reporting is the process used by the College to ensure all effective assessment communication and practices are used to enable all students and parents' access to information about student achievement and progress.

Reports are designed to be easily interpreted by students and parents and provide accurate information to indicate progress in relation to their class and to identify strengths and areas for growth.

Policy

St Francis Xavier College (SFX) will provide written reports of student achievement twice a year to parents of students in Year 7 to Year 12.

Reports of student achievement will be written in plain English using RRR, a school-based format for students across Year 7 to Year 12.

Reports will not have written comments but will support the ongoing feedback provided by the College through Canvas to indicate students progress throughout each Semester.

Reports for Year 7 to Year 12 will include a grade distribution table for courses studied by each individual student to indicate the allocation of Grades from A- E in each subject area studied.

Reports in Year 7 to Year 12 will include the following information:

- Academic achievement in relation to the Australian Curriculum achievement standards for each subject studied noting—
 - A five-point A-E scale to indicate academic achievement unless they meet the exemption criteria.
 - A seven-point sliding scale to indicate academic progress against the markers of progress based on the achievement standards. These report descriptors are consistent across unit Outlines, Assessment Tasks Learning Mastery and Assessment rubrics.
- A seven-point sliding scale to indicate progress across approaches to learning which includes:
 - Respect for the learning environment
 - Use of ICT appropriately
 - Ability to work collaboratively with their peers and teachers
 - Organisation and preparedness for class
 - Meeting deadlines and completing classwork
 - Engagement in Pastoral program
 - Contribution to community life
- Student attendance in terms of late arrival and absences will be recorded
- Where applicable, the level of additional support provided for the student to access the learning program.
- Where students meet the exemption criteria for A-E reporting, SFX will provide parents with:
 - An English as an Additional Language or Dialect (EAL/D) Learning Progression Report or
 - A report against a student's individual learning plan.



- SFX will provide information to parents about accessing translation or interpreter support to read their child’s report as required.
- In addition to end of semester reports, SFX will provide parents with reports from all national and systemic assessment processes including National Assessment Program - Literacy and Numeracy (NAPLAN) results.
- SFX will provide parents with suitable and timely opportunities to discuss their child’s learning and progress with teachers following the issue of reports in the form of:
 - Ongoing teacher contact through phone calls or emails
 - Parent Teacher interviews each semester.
- SFX will retain copies of student reports on the student’s official school file.

Definitions

Grade:

For years 7-10 the A-E grade descriptors are defined as:

- **A** demonstrating outstanding achievement **Well Above** the standard
- **B** demonstrating a high achievement **Above** the standard
- **C** demonstrating achievement **At** the standard
- **D** demonstrating partial achievement **Below** the standard
- **E** demonstrating limited achievement **Well Below** the standard

For Years 11 and 12, the A - E descriptors are detailed within ACT Board of Senior Secondary Studies Course Frameworks

Procedures

Parents receive ongoing feedback throughout the Semester through the SFX Learning Management platform CANVAS, this includes:

- Marked Rubrics from A-E (from Well Above, Above, At, Below and Well Below the Standard)
- Comments and appropriate feedback on all assessment tasks
- Grades A-E for each task

Reports are emailed home in Week 10 of Term 2 and Week 9 of Term 4 annually

Parents and carers are provided two opportunities to discuss their child’s progress with their teachers at Parent/Teacher Interviews at the end of Term 1 and Term 3 each year.

Guidelines

SFX Teaching and Learning Procedure Manual
BSSS Policy and Procedures

Information

Policy Number	SFX 16
Version	2
Audience	Staff, Students, Parents
Category	Teaching and Learning
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Responsible Officer	Assistant Principal Teaching and Learning
Approved By	College Community Council