



# Mackillop College

## Policy: Reporting

### Introduction

Reporting is the process by which assessment information is communicated in ways that assist students, parents and the College in making decisions. It provides information about what students know and can do along with recommendations for the future.

### Principles

- Reporting to parents/guardians may be in the form of verbal or written communication.
- As part of the educational process parents/guardians are kept informed of the achievements and needs of their sons/daughters over a designated time period.

### Objectives

Reports are:

- delivered in a timely manner
- consistent with CEOM/CEVN directives
- reflective of the curriculum
- explicitly linked to delivered programs and learning experiences
- accessible to the intended audience

### Implementation

#### i) Principal commitment

The Principal is responsible for ensuring that the objectives of this policy are integrated into practice.

#### ii) Staff Commitment

All staff will be responsible for:

- making an on-balanced judgement based on gathered evidence
- adhering to the College's procedures and processes for reporting student progress
- maintaining necessary communication with parents/guardians

### Policy last reviewed

June 2010

### Signature

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Rory Kennedy  
(Principal)

Date: dd/mm/yyyy