REPORTING

Reporting is the process of communicating information about student achievement and progress gained from the assessment process. The purpose of reporting is to support teaching and learning by providing feedback to students, parents and teachers. Marcellin College is committed to providing information to its shared community that is consistent with the expectations of that community.

We strive towards the ideal that reporting should achieve the following outcomes:
- Provide clear and relevant information about student progress (use of plain language).
- Take into account College community expectations and system requirements.
- Satisfy the requirements of students, parents, teachers, other schools and employers.
- Respect the dignity of the person and be sensitive to the students' self esteem and general well-being.
- Provide constructive feedback to enable students and their parents to address weaknesses and enable them to strive towards their potential.
- Identify students who may require specific intervention.
- Identify patterns and trends in student achievement at a number of levels including individual, class, grade, year, or school.
- Provide useful information to assist curriculum planning and resource allocation to best serve our students' needs.

REPORTING POLICY

Reporting provides information about a student's progress for students, their teachers, parents, employers and the wider community. It occurs on a formal basis through reports, Parent/Teacher evenings, Parent Information evenings, interviews, and letters to parents. Reporting also reminds parents about any information they may have received following external assessment (e.g. NAPLAN results). Reporting also includes teacher feedback on student work and notes in diaries. All students are provided with computer-generated report twice a year. College reports are our main formal way of communicating student progress to parents. Parents are encouraged to discuss their child's progress with the school at any time. Times are formally set aside twice every year for parents to discuss their child's report.

It is the Year Co-ordinator's responsibility to ensure that reports are completed and mistake free and ready for signing by the Headmaster

Reporting deadlines at Marcellin are set well in advance and are published in the staff calendar. All reports are electronically filed and stored on the school server.
REPORTING FORMAT

All reports

Formal school reports have with the following information included:

- cover page with student name, year group, photo and a list of the courses reported
- guide to the report explaining grading
- pastoral care report with an individualised comment, a general overview from the year coordinator and information on absences and attendance at specific school functions

Years 7 – 10

Junior course reports usually contain:

- subject descriptions
- assessment marks and averages
- an overall grade
- a quartile band (reflecting comparative position)
- graded outcomes
- graded personal profiles

Years 11 – 12

Senior course reports usually contain:

- subject descriptions
- examination (or assessment) marks and averages
- rank and number in group (reflecting comparative position)
- graded outcomes
- graded personal profiles

VET Reports

Students enrolled in VET courses will receive competency reports on a semester basis from the teaching school or TAFE. Competency reports are designed to indicate to parents the progress of their son through the course competency elements. An exam mark and rank may appear where applicable.

Life Skills Courses

Students enrolled in Life Skills courses receive reports that reflect achievement measured against the relevant outcomes. A personal profile and teacher comment is usually provided.
REPORTING GUIDELINES FOR STAFF

Each student deserves an individual comment that hopefully reveals a teacher's insight into the student. The comment is to be directed to the parents NOT the student. The following is recommended when writing Pastoral Comments:

<table>
<thead>
<tr>
<th>Do's (Things to write about)</th>
<th>Don'ts (Things to avoid)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Interests</td>
<td>• Avoid totally negative comments.</td>
</tr>
<tr>
<td>• Manners</td>
<td>• Don't repeat or interpret marks or descriptors.</td>
</tr>
<tr>
<td>• Grooming</td>
<td>• Abbreviated names or nicknames</td>
</tr>
<tr>
<td>• Enthusiasm</td>
<td>• Focusing simply on academic achievement</td>
</tr>
<tr>
<td>• Participation</td>
<td></td>
</tr>
<tr>
<td>• Punctuality</td>
<td></td>
</tr>
</tbody>
</table>

Writing Tips

- Use short sentences if you are unsure about structure
- Write using plain English (the aim is to inform readers - limit your use of academic jargon)
- Avoid the use of abbreviations eg. Doesn't, can't.
- Avoid the use of slang or informal language
- Avoid clichéd phrases such as ‘doing well’, ‘okay’ and ‘I think’
- When in doubt use a dictionary or your Australian English spell checker.

Useful Adjectives

The following adjectives are provided to help with an individual comment for each student:

<table>
<thead>
<tr>
<th>Ability/Attitude to study</th>
<th>Diligent</th>
<th>Competent</th>
<th>Bright</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrious</td>
<td>Skilful</td>
<td>Confident</td>
<td></td>
</tr>
<tr>
<td>Persistent</td>
<td>Proficient</td>
<td>Outstanding</td>
<td></td>
</tr>
<tr>
<td>Approach to Work</td>
<td>Organised</td>
<td>Thorough</td>
<td>Determined</td>
</tr>
<tr>
<td>Conscientious</td>
<td>Hard working</td>
<td>Consistent</td>
<td></td>
</tr>
<tr>
<td>Personal qualities</td>
<td>Reliable</td>
<td>Co-operative</td>
<td>Energetic</td>
</tr>
<tr>
<td>Generous</td>
<td>Polite</td>
<td>Sincere</td>
<td></td>
</tr>
<tr>
<td>Courteous</td>
<td>Cheerful</td>
<td>Affable</td>
<td></td>
</tr>
<tr>
<td>Well-mannered</td>
<td>Well groomed</td>
<td>Friendly</td>
<td></td>
</tr>
<tr>
<td>Trustworthy</td>
<td>Responsive</td>
<td>Participates in...</td>
<td></td>
</tr>
</tbody>
</table>

December 2008
PASTORAL CARE INFORMATION SHEET

NAME: ___________________ HOMEROOM TEACHER: ___________________

HOMEROOM: _________

Students are to complete the following information sheet and return it to their homeroom teacher. When listing any activity you have been involved in, ensure that you include the name of the teacher who can verify your involvement. E.g: U/13 Rugby League (Mr Leary), Concert Band (Mr Martin).

MCC/CCC SPORT REPRESENTATION:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

INTERNAL SPORT ACHIEVEMENTS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

CULTURAL INVOLVEMENT: (eg: Debating, Oratory, Chess, Musical, Band etc)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SERVICE: (What have you volunteered for this year? E.g: Peer Support, Open Day, Easter Liturgy, Night Patrol, Champagnat Day Celebration etc)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

LIST AT LEAST ONE AREA THAT YOU HAVE IMPROVED ON THIS YEAR:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________