

ASSESSMENT AND REPORTING PLAN 2020

SEMESTER 1 REQUIREMENT	TIMEFRAME	EXPECTATION
REPORTING (INFORMAL)		
Meet and Greet Opportunity	By the end of Week 4, Term 1 – Friday 28 February	Teachers to initiate a <u>MEET AND GREET</u> information session for parents of students in their class.
Initial meeting with parents of at risk students (below expected year standard)	By the end of Term 1 – Thursday 9 April	Teachers Initiate meetings with parents of targeted students re documented plans (special needs students & include EA)
ASSESSMENT		
Checkpoint Assessments	TERM ONE Checkpoint 1 due for completion by Week 8, Friday 27 March	For each Checkpoint ▼ Writing sample (moderated at year and genre as specified) Grammar/Punctuation – as per S & S Comprehension sample Spelling sample (Salisbury spelling required list plus personal list) Mathematics – basic facts and a general component as per scope and sequence Oxford Maths
	TERM TWO Checkpoint 2 due for completion by Week 5, Friday 29 May	
REPORTING (FORMAL)		
A formal written report is provided for each student in year K to 6	Specialist teacher's complete data entry by Week 6, Friday 5 June	Grading ▼ An overall grade (A-E) for each learning area (P-6) against achievement standard
The mid-year report should focus on <i>student progress toward the year level achievement standard</i>	Reports to designated administrator for proofing by end Week 7, Monday 8 June	Personalised comments: YEARS K-6 (English/Maths) Specialist Comments Year 1 Science (Dolinsek) Year 2 Physical Education (Shanahan) Year 3 Japanese (Sinagra) Year 4 Art/Craft (Boyle) Year 5 Physical Education (Coles) Year 6 Music (Chaudhry)
Kindergarten report to focus on progress in literacy, numeracy, social and personal development	Reports distributed to parents on last week term 2	
General comment for each student (K-6)		
SEMESTER 2 REQUIREMENT	TIMEFRAME	EXPECTATION
REPORTING (INFORMAL)		
Meet and Greet Opportunity (Optional)	This should be completed by the end of Week 2, Term 3 – Friday 31 July	Follow up information provided to parents in Semester 1. Recommended by the school but optional
2 nd meeting with parents of at risk students (below expected year standard)	This should be completed by Friday 11 September	Teacher initiate meetings with parents of targeted students to discuss progress of targets in documented plans
ASSESSMENT		
Checkpoint Assessment	TERM THREE Checkpoint 3 due for completion by Week 6, Friday 28 August	For each Checkpoint ▼ Writing sample (moderated at year and genre as specified) Grammar/Punctuation as per S & S Comprehension sample Spelling sample (Salisbury list plus personal list) Mathematics – basic facts and a general component as per scope and sequence
	TERM FOUR Diagnostic testing (in place of Checkpoint 4) due for completion by end Week 2, Friday 23 October	
School Diagnostic Tests (as indicated on Data Schedule)	Specialist teacher's complete data entry by Week 6, Friday 20 November	Grading ▼ An overall grade (A-E) for each learning area is required (P-6)
Written report for each student in Year K-6	Reports to designated administrator for proofing by Week 7, Friday 27 November	Personalised comments: YEARS K-6 (English/Maths) Specialist Comments Year 1 Science (Dolinsek) Year 2 Physical Education (Shanahan) Year 3 Japanese (Sinagra) Year 4 Art/Craft (Boyle) Year 5 Physical Education (Coles) Year 6 Music (Chaudhry)
End year report to focus on <i>student achievement against the year level achievement standard</i> .	Reports distributed to parents on last week term 4	
Kindergarten report to focus on achievement in literacy, numeracy, social and personal development		
General comment for each student (K-6)		