

REPORTING POLICY

2022



Reporting Policy

Academic reporting involves communicating information to parents, carers and students about student achievement and progress for each learning area/subject undertaken, at a point in time. Reporting builds the school-parent partnership to improve student learning.

The purpose of this policy is to outline the expectations of reporting to parents across the college. In Primary, teachers will report to parents in written form twice a year, at the end of each semester. In Secondary, teachers will report to parents in a written format four times a year. In years 7 to 10, interim reporting will occur at the end of terms 1 and 3 and semester reporting will occur at the end of semesters 1 and 2. However, the timelines for reporting in years 11 and 12 vary based on the reporting requirements mandated by the Queensland Curriculum and Assessment Authority (QCAA). In years 11 and 12, teachers will report to students and parents based on the Unit junctures, rather than term or semester junctures.

Achievement grades assigned to students in the reporting process are based on individual assessment undertaken in the course of study. Teachers use the evidence of student performance in the assessment folio to make an on-balance judgement about the student's overall level of achievement against the targeted aspects of the achievement standard that have been taught and assessed in the reporting period in each learning area/subject.

REPORTING IN THE PRIMARY SCHOOL

Semester Reporting

From Prep to Year 6, teachers will undertake semester reporting twice a year using the facility in One School.

These reports include information on:

- Achievement (A to E grade)
- Effort (excellent, very good, satisfactory, needs attention) and
- Behaviour (excellent, very good, satisfactory, needs attention).

Reporting in Prep

In Prep the subject grades which are determined by EQ are

- **AP** Applying
- **MC** Making Connections
- **WW** Working With
- **EX** Exploring
- **BA** Becoming Aware

Semester Reports	Subject	Achievement Grade	Comment	Time/wk (25)
Both Semesters	English	AP, MC, WW, EX, BA	✓	7 hrs
Both Semesters	Mathematics	AP, MC, WW, EX, BA	✓	5 hrs
Both Semesters	Science	AP, MC, WW, EX, BA	✓	1 hr
Both Semesters	Physical Activity	AP, MC, WW, EX, BA	✓	1 hr
2 Terms each	Geography/History		Year Level Common Comment	1 hr
Both Semesters	Health		Year Level Common Comment	30 min
One Term	Visual Arts (Term)		Year Level Common Comment	1 hr
One Term	Drama (Term)		Year Level Common Comment	1 hr

One Semester	Digital/ Design Technologies		Year Level Common Comment	30 min
Both Semesters	Chinese		Year Level Common Comment	30 min
One Term	Music (Term)		Year Level Common Comment	1 hr

Reporting in Years 1 & 2

Semester Reports	Subject	Achievement Grade	Effort Grade	Comment	Time
Both Semesters	English	A to E	✓	✓	7 hrs
Both Semesters	Mathematics	A to E	✓	✓	5 hrs
Both Semesters	Science	A to E	✓	✓	1 hr
Both Semesters	Physical Activity	A to E	✓	Year Level Common Comment	1 hr
2 Terms each	Geography/ History		✓	Year Level Common Comment	1 hr
Both Semesters	Health		✓	Year Level Common Comment	30 min
One Term	Visual Arts		✓	Year Level Common Comment	1 hr
One Term	Drama		✓	Year Level Common Comment	1 hr
One Term	Digital/ Design Technologies		✓	Year Level Common Comment	30 min
Both Semesters	Chinese		✓	Year Level Common Comment	30 min

One Term	Music		✓	Year Level Common Comment	1 hr
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Reporting in Years 3 to 6

Semester Reports	Subject	Achievement Grade	Effort Grade	Comment	Time
Both Semesters	English	A to E	✓	✓	7 hrs
Both Semesters	Mathematics	A to E	✓	✓	5 hrs
Both Semesters	Science	A to E	✓	✓	1 ¾ hrs
Both Semesters	Physical Activity	A to E	✓	Year Level Common Comment	1 hr
One Semester each	Geography/ History	A to E	✓	Year Level Common Comment	1 hr
One Term each semester	Visual Arts	A to E	✓	Year Level Common Comment	1 hr
One Term	Drama	A to E	✓	Year Level Common Comment	1 hr
One Term per Semester	Digital Technologies	A to E	✓	Year Level Common Comment	1 hr
Both Semesters	Chinese	A to E (Yr 4 to 6 Only)	✓	Year Level Common Comment	1 hr
One Term	Music	A to E	✓	Year Level Common Comment	1 hr

REPORTING IN THE SECONDARY SCHOOL

Teachers undertake Interim and Semester or Unit reporting using the facility in One School. These reports include information on:

- Achievement (A to E grade)
- Effort (excellent, very good, satisfactory, needs attention, unacceptable) and
- Behaviour (excellent, very good, satisfactory, needs attention, unacceptable).

There are no subject comments from teachers on reports for years 7 to 12.

The report also includes total number of days absent and the number of unexplained absences.

Interim Reporting

Years 7 to 10

Students in years 7 to 10 receive interim reports at the beginning of Term 2 based on Term 1 work and in early Term 4 based on Term 3 work.

Years 11 and 12

Students in years 11 and 12 receive the following interim reports:

- Unit 1 Interim Report at the beginning of Term 2 year 11 based on Unit 1 work completed in Term 1 year 11.
- Unit 3 Interim Report at the end of Term 4 year 11 based on Unit 3 work completed in Term 4 year 11.
- Unit 3 Interim Report at the beginning of Term 2 year 12 based on the updated Unit 3 work completed in Term 4 year 11 and Term 1 year 12.

Students enrolled in Applied Subjects and/or certificate/diploma courses will also receive an interim report at the beginning of Term 4 year 12 based on the work completed in Units 3 and 4 for Applied Subjects, and completion of competencies for certificate/diploma courses.

Semester Reporting

Semester Reporting in Years 7 to Year 10

Students in years 7 to 10 receive semester reports twice a year at the end of semester one and the end of semester two.

Years 7 & 8

Semester Reports	Subject	Achievement Grade	Effort Grade	Behaviour Grade	Time/Lessons (70 min each)
Both semesters	English	A to E	✓	✓	3
Both semesters	Mathematics	A to E	✓	✓	3
Both semesters	Science	A to E	✓	✓	3
One Semester each	Humanities and Social Sciences	A to E	✓	✓	3
Both semesters	Health & Physical Education	A to E	✓	✓	3
One Semester	Chinese	A to E	✓	✓	3
One Semester	Other Electives	A to E	✓	✓	3

Year 9

Semester Reports	Subject	Achievement Grade	Effort Grade	Behaviour Grade	Time/Lessons (70 min each)
Both semesters	English	A to E	✓	✓	3
Both semesters	Mathematics	A to E	✓	✓	3
Both semesters	Science	A to E	✓	✓	3
One Semester	History	A to E	✓	✓	3
One Semester	Geography	A to E	✓	✓	3
Semester One	Elective 1 & 2	A to E	✓	✓	3
Semester Two	Elective 3 & 4	A to E	✓	✓	3

Year 10

Semester Reports	Subject	Achievement Grade	Effort Grade	Behaviour Grade	Time/Lessons (70 min each)
Both semesters	English Subject	A to E	✓	✓	3
Both semesters	Mathematics Subject	A to E	✓	✓	3
Both semesters	Subject 1	A to E	✓	✓	3
Both semesters	Subject 2	A to E	✓	✓	3
Both semesters	Subject 3	A to E	✓	✓	3
Both semesters	Subject 4	A to E	✓	✓	3

Vocational subjects will have an achievement result of Competency Achieved (CA), Working Towards Competency (WTC) or Competency Not Achieved (CNA) instead of an A to E achievement grade.

Semester Reporting in Years 11 & 12

The Queensland Certificate of Education (QCE) system in senior school requires teachers to report on achievement in Units, rather than on Semester achievement.

Units 1 and 2 are completed in terms 1 to 3 of year 11.

Unit 3 commences in Term 4 of Year 11. Units 3 and 4 are completed in year 12.

In years 11 and 12, teachers will report based on the Unit junctures, rather than semester junctures. Students will receive the following Unit Reports:

- Unit 1 Report at the beginning of Term 3 year 11
- Unit 2 Report at the beginning of Term 4 year 11
- Unit 3 Report at the beginning of Term 3 year 12

The final report for Year 12 students incorporating the results for Units 3 and 4 as a pair and students' Senior Education Profile are provided by the QCAA in students' My QCE Learning Accounts. The Queensland Certificate of Education (QCE) is also provided by the QCAA, if students have met all of the eligibility requirements.

Years 11 & 12

Unit Reports	Subject	Achievement Grade	Effort Grade	Behaviour Grade	Time/Lessons (70 min each)
1, 2 & 3	English Subject	A to E	✓	✓	3
1, 2 & 3	Mathematics Subject	A to E	✓	✓	3
1, 2 & 3	Subject 1	A to E	✓	✓	3
1, 2 & 3	Subject 2	A to E	✓	✓	3
1, 2 & 3	Subject 3	A to E	✓	✓	3
1, 2 & 3	Subject 4	A to E	✓	✓	3

Vocational subjects will have an achievement result of Competency Achieved (CA), Working Towards Competency (WTC) or Competency Not Achieved (CNA) instead of an A to E achievement grade.

Secondary Campus Reporting Schedule

Year Level	Report 1		Report 2		Report 3		Report 4	
	Reporting Period	Time of Issue of Report	Reporting Period	Time of Issue of Report	Reporting Period	Time of Issue of Report	Reporting Period	Time of Issue of Report
7	Interim Report Term 1	End of Week 1 Term 2	Semester 1 Report	End of Week 1 Term 3	Interim Report Term 3	End of Week 1 Term 4	Semester 2 Report	Week 10 Term 4
8	Interim Report Term 1	End of Week 1 Term 2	Semester 1 Report	End of Week 1 Term 3	Interim Report Term 3	End of Week 1 Term 4	Semester 2 Report	Week 10 Term 4
9	Interim Report Term 1	End of Week 1 Term 2	Semester 1 Report	End of Week 1 Term 3	Interim Report Term 3	End of Week 1 Term 4	Semester 2 Report	Week 10 Term 4
10	Interim Report Term 1	End of Week 1 Term 2	Semester 1 Report	End of Week 1 Term 3	Interim Report Term 3	End of Week 1 Term 4	Semester 2 Report	Week 10 Term 4
11	Interim Unit 1 Report	End of Week 2 Term 2	Unit 1 Report	End of Week 2 Term 3	Unit 2 Report	End of Week 1 Term 4	Interim Unit 3 Report	Week 10 Term 4
12	Interim Unit 3 Report	End of Week 2 Term 2	Unit 3 Report	End of Week 2 Term 3	Interim Report Year 12 (Applied, Essential Applied, Certificates and Diploma)	End of Week 3 Term 4	QCAA Reports – Senior Statement and QCE QTAC - ATAR	

The reporting schedule is updated each year based on the academic and assessment calendar dates.

Methods of Communicating Reports

Primary Campus

On the Primary Campus, semester academic reports are emailed to parents*.

Secondary Campus

On the secondary campus, interim, semester and Unit reports are emailed to parents*.

*Parents who have chosen not to receive the reports by email and have notified the school of this intention will have the report mailed to them.

Parent Teacher Interviews

In addition to providing written reports to students and parents, Varsity College offers parents opportunities to discuss their student's educational performance at the school with their student's teacher(s). Interviews with teachers are conducted twice a year across the college. They are booked online using the facility known as PTO. Parents will be notified of the process and timeline in advance of bookings being available.

Primary and Secondary parent teacher interviews will be held on separate dates to ensure all parents have an opportunity to attend interviews in the case they have children on attending both campuses.

Primary Campus

In Semester One, parent teacher interviews for Pre to Year 6 will occur early in term 2 and in Semester Two, they will occur early in Term 4 of the academic school year.

Secondary Campus

In Semester One, parent teacher interviews will occur after the interim reports are sent home in early Term 2. In Semester Two, parent teacher interviews for Years 11 & 12 students will occur in Term 3 and Years 7, 8, 9 and 10 students will have interviews in Term 4.