

Reporting is changing at Sacred Heart College!

Learning and teaching is of the highest importance at Sacred Heart College. For this reason, the way in which teachers communicate and report students' progress is changing this semester. Our aim is to better inform parents and/or guardians as work is completed. The more-timely reporting should ensure that students are on-task and that the partnership between parents/guardians and teachers is enhanced to allow students to perform at their best.

Stage 1 – Homework

Teachers are now listing homework tasks under the heading of Classwork on Learning Areas. This means that parents will be able to see, through the Parent Access Module (PAM) of SIMON, what the students should be working on. In many cases teachers will just mark this as S or N reflecting whether or not the homework was completed.

Stage 2 – Assessment Tasks

The Assessment Tasks for all subjects will be listed on Learning Areas from the start of each semester. This will allow both parents and students to see the nature of the tasks and the due dates. Teachers will upload results of the tasks within two weeks of completion in most cases.

Students will continue to receive extensive feedback regarding their performance in each assessment task. There are several ways that this can occur:

- As written feedback on the task itself
 - In a marked assessment rubric
 - Orally as part of a conferencing session
- or**
- In the feedback box next to the results on Learning Areas.

Where a student is performing consistently below expectations, the teacher will contact the parents to inform them. If you have concerns about the marks that are appearing on Learning Areas, please ask to see the feedback that the student was given, then contact the teacher to get further information.

Students will be asked to complete a reflection on each major task that is completed. After receiving the feedback from teachers, we want students to consider what they could do better next time to improve their results. These reflections will also be visible through PAM.

A new feature is the option for parents/guardians to provide a comment in relation to the marks entered into Learning Areas, but please be aware that an alert will not be sent to the teacher to notify them that the comment has been entered.

Stage 3 – Interim Reports

Interim Reports will be produced at the end of Terms 1 and 3. They will be available through PAM in PDF form, although a hard copy can be requested. They will state whether Student Progress Interviews are:

- Welcomed
- Required
- Urgent
- Previously conducted (in the case of VCE and VCAL students in Semester Two)

Stage 4 – Student Progress Interviews

The opportunity for the student, parent and teacher to discuss the student's progress will still occur. These can assist in setting goals and discussing work-related practices for the term ahead.

Stage 5 – End-of-Semester Reports

The summative report will be produced at the end of Terms 2 and 4. (No report will be issued for Unit 4 VCE or Year 12 VCAL in Term 4 as the students will receive their official VCAA results.) Again, parents will be able to access the reports through PAM as PDFs and hard copies may be requested.

Instructions on how to access the Interim and End-of-Semester Reports will be communicated closer to the dates of the report generations and we recommend that you save the reports for future reference beyond school years.

Finally – please remember that if you have any concerns, the first port of call is the subject teacher.