

# Reporting Policy

*This policy should be considered alongside and in conjunction with the Curriculum and Assessment Policy.*

The purpose of the reporting process is to provide regular feedback to the students and their parents so that all parties can keep abreast of, and make a purposeful, positive impact upon, each student's learning and development. To this end the school compiles four reports each year, over a two semester reporting period, comprising

- a formative, narrative report in middle of each semester;
- a final, summative grade report at the end of each semester.

Reports are issued to parents electronically; are produced using the school's Managebac system; are available in printed format upon request; and provide grades for student transcripts.

## Reports:

- are published quarterly in November, January, March/April and June
- consist of detailed subject reports compiled by the teacher, for all recognised International Baccalaureate Middle Years Programme and International Baccalaureate Diploma Programme subjects included in the student's schedule
- include details of student progress and final achievement against each criterion of assessment
- include a summative report from the student's learning mentor.

## 3-way Parent/Student/Teacher Conferences

3-way conferences are held twice a year, at mid-semester. At these conferences, parents, students and teachers meet together to discuss the student's progress in all areas of the curriculum. Students are required to be present, and are frequently asked to lead the discussions.

## Grading System

Halcyon uses the International Baccalaureate's 1-7 grading system for summative grades on reports.

- 7 = Excellent
- 6 = Very good
- 5 = Good
- 4 = Satisfactory
- 3 = Mediocre
- 2 = Poor
- 1 = Very poor

Every subject has four criteria, graded 1 - 8, and these criteria, which are tailored for each subject, are published through ManageBac. Full descriptions of each of the subject criteria are provided to parents and shown on the reports.

## Australian Council for Educational Research (ACER) International Schools' Assessment (ISA) Results

Halcyon students take the International Schools' Assessment examinations, in maths, English and science. [ISA](#) tests can be taken in term 1 or term 2, and detailed scores and analysis are provided to teachers, parents and students.

*Created 17 January 2013. Approved by Board of Trustees, February 2013. Reviewed 9 August 2013. Revised December 2015. Approved by Board of Trustees 17 February 2016. Amended September 2016.  
This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.*