PURPOSE:

At Mill Park Primary School the purpose of monitoring student achievement across the whole school is to provide data and information for classroom teachers, curriculum committees, parents and the wider community via the Annual Report and Triennial Review.

GUIDELINES:

Information on student achievement will be provided to unit managers and curriculum committees for the purposes of monitoring the progress of students and identifying those students requiring intervention or extension.

Data on VELS progression point level performance will be analysed for inclusion in the Annual Report and the Triennial Review. Whole school trends in student achievement will be used by School Council and staff to make decisions related to resource allocation and recommendations for Charter priorities.

IMPLEMENTATION:

Teachers will:
- use Assessment Writer to record the performance of students across the VELS progression points
- nominate students requiring intervention or extension using a recommendation sheet
- instigate Education Support Group (ESG) meetings for these students
- write Individual Learning Improvement Plans for these students
- file copies of meeting minutes and Learning Plans in students’ classroom files and in folders located in the meeting room
- provide a copy of meeting minutes and Learning Plans for parents
- up-date relevant data (ESG meeting dates, referrals) through online ESG folders on the school’s sharepoint
- complete a ‘Student At Risk’ monitoring form at the end of each month

The Assessment and Reporting Coordinators will:
- export VELS data from Assessment Writer and import it into the Whole School Data.
- compare information from these graphs to previous school data and to state benchmarks
- interpret and analyse data from NAPLAN tests
- generate lists of students who are performing well below and above indicating VELS progression points
- cross reference these lists with students participating in intervention and extension programs
- provide lists to PLT Leaders and Leading Teachers to track the provision of appropriate learning programs for these students

The Educational Support Group Coordinator will:
- monitor, in conjunction with representatives on the Assessment and Reporting Committee, the provision of ESG meetings and learning plans for those students requiring them.

EVALUATION:

Evaluation of the monitoring of student achievement will be part of the Minor Review process at a whole school level.