**Portfolios & Digital Portfolio Guidelines 2015-2016**

**Regency Park - March 23**

**Century Park - April 13**

**Setting goals with students**

* Teachers and students work together to set goals between **October 12-21**. Students in lower Primary may need assistance selecting goals while upper Primary may be able to do this on their own.
* Students will be asked to set academic goal(s) from any subject area and a separate goal for 'Helping Hands’.
* Goals are shared at Parent-Teacher Interviews Oct. 21 (RP) & Oct. 22 (CP)
* Year 1: No goals for S1. In Semester 2, 2 goals are set. These will be recorded and the posted onto the class digital portfolios
* Year 2-3: 2 goals  (1 academic goal & 1 Helping Hands goal). These will be included in the student Portfolios.
* Year 4-6: 3 goals (2 academic goals & 1 Helping Hands goal). These will be included on the student’s individual digital portfolios.

**Having students reflect on goals**

* Students reflect on progress toward goals.

**Weeks 26 to 27 - 7th-18th March (Completed for RP SLC March 23)**

**Weeks 28 to 30 - 21st-11th April (Completed for CP SLC April 13)**

**Year 1-4 Portfolios For Student-Led Conferences**

* The portfolio is not only a collection of a child’s work/progress, it is a reflection of the great work you do with your students and our Primary Programme. Please ensure it is of a high standard.
* Every piece of work in the portfolio should be marked.
* One of these pieces should include either a rubric with comments and self-assessment **or** an artifact sheet with student reflection.
* Students share work selected for their portfolio and discuss goals with parents during SLCs.
* Pieces can be both teacher and student- selected. Older students will be able to make better decisions about what to include while younger students may be given the option to choose from those selected by the teacher. Year levels should come to agreement on this process.
* The beginning of the portfolio should include a photo of the student. There is a template on network at: **@TeacherPub/@PRIMARY/Curriculum/Assessment & Reporting/SLC and Portfolio/SLCs & Portfolio 2015-2016**. Teams can modify the template or have students create their own.
* Title pages for subjects will be printed by the office and sent to teachers
* SLC agenda (same across the year level).
* Introductory letter will be sent home a few days before the SLC.

**Portfolio Pieces**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year level** | **Mathematics** | **English** | **Science & Topic** | **Specialists** | **Chinese** |
| 1-3 | 3 pieces- from different units, variety of tasks in various formats (ie. project, test, investigation, etc.) | 3 pieces- 1-Guided Reading1-Writing1-Speaking & Listening | 2 pieces | 1 piece each Specialist | 1 Chinese 1 Chinese Culture |
| 4-6 | 3 pieces from different units, variety of tasks in various formats, with one of which should be integrated with ICT (ie. project, test, investigation, etc.)  | 3 pieces1-Guided Reading1-Writing1-Speaking & Listeningone of which should be integrated with ICT | 2 piecesone of which should be integrated with ICT | 2 pieces each Specialist | 1 Chinese 1 Chinese Culture |

**NOTE:** Year 1-3 teachers are encouraged to show at least one piece of work that includes ICT integration in Mathematics, English or Topic.

**End of Year Portfolio**

* Additional pieces are optional and are agreed upon at each year level.

**Digital Portfolios**

**Year 1 to 3:**

* Teachers will work with students to document their work and upload it onto the

 class blog.

* This year the focus for digital portfolios will be on the core subjects for English,

 Mathematics and Topic.

* 3 assessed pieces of work.
* These pieces should be examples of projects throughout the unit.
* Rubrics can be placed into the child’s portfolio.
* Posts can include photos, videos (stop motion / presentations) or group work.
* All videos should be less than 45mb. Videos should be compressed using

 Quicktime so that they do not take a long time to download and play during

 SLCs. You can also ask your PPT representative on how to do this.

* All posts are to include: post title, date published and are linked to a category,
* We recommend that each student is added as a category. This will allow the

 student to easily access their work.

**Year 4:**

* All students are to have an individual digital portfolio.
* This year the focus for digital portfolios will be on the core subjects for English,

 Mathematics and Topic.

* 3 pieces of work.
* All work chosen needs to be marked with the rubric included if used, and a written student reflection.
* EAL will included a minimum of 1 sample piece of work for individual student

 Blogs.

* All Specialists will include a minimum of 2 pieces. Both of which should contain a

 rubric that is to be uploaded onto the blog and a written reflection.

* All students must include - blog title, tagline & categories.
* Pages – Home, About Me, My Goals.
* All posts are to include: post title, date published and are linked to a category.
* Posts can include photos, videos (stop motion / presentations) and work.
* All videos should be less than 45mb. Videos should be compressed using

 Quicktime so that they do not take a long time to download and play during

 SLCs. You can also ask your PPT representative on how to do this.

.

**Year 5 & 6**

This year, Years 5 and 6 will fully implement individual digital portfolios and will not have a hard copy portfolio.

* All subject areas will be represented in the digit portfolio.
* All work chosen needs to be marked with the rubric included if used, and a

 written student reflection.

* Blogs must include a blog title, tagline, as well as these sections; Home, My

 Goals, SLC, Previous Year and Current Year.

* All posts are to include: post title, date published and are linked to a category.
* Posts can include photos, videos (stop motion / presentations) and work.
* All videos should be less than 45mb. Videos should be compressed using

 Quicktime so that they do not take a long time to download and play during

 SLCs. You can also ask your PPT representative on how to do this.