

# **Report Writing Guidelines** **Primary School**

## **End of Year Reports** **June 2018**



### **Important Report Information**

- When printing/collating draft reports (for proofreading purposes) please ensure the students' full report is together **(in other words, do not give the EAL/Chinese/Specialist reports in separate piles)**. Page order does not matter.
- If parents request receiving the report early – please politely say this is impossible – as there are so many steps involved in the process – it can't be done. However, parents may request a letter of reference from the class teachers if they need it for applications to other schools.
- The student's passport name will be automatically generated on the front cover. However, please make sure that the name on the comments is consistent with the name in Power Teacher Pro. Where there are two passport names listed (e.g. a Western and Asian name), it is the responsibility of the EAL and Chinese teachers to check with the rest of the report to ensure consistency of name throughout the report comments.
- The Reports will be sent home in the same A4 Envelope as Progress Reports and Mid Year Report.

### **Effort Marks:**

All subjects have effort marks so be sure to give a mark for effort. There are multiple effort marks required for English, EAL and Chinese.

### **Instructions for comments:**

End of Year Reports require comments for Mathematics, English, Science and Social Science (one combined comment), and Chinese, and a general comment in the '*Personal Development & Approaches to Learning*' section. See the sample report card for specific guidance and sample comments.

The comment box is limited to a set number of characters and cannot be altered. Minimum and Maximum characters expected for each comment are outlined below:

Subject	Maximum Characters	Minimum Characters Expected
English	1100	700
Mathematics	1000	700
Topic/Science	800	600
Personal development	1000	700
EAL	1100	700
Chinese	900	700

### **Specialist Comments**

- Specialists are asked to review student grades and amend if necessary.
- If a student has been given a mark of **NYA** (Not Yet Apparent) or **BD** (Beginning to Develop), please ensure that there is a comment that reflects this mark in the document referenced below.
- A document will be sent to all specialists to review the class lists and then add a comment next to the student if necessary. Only 1 sentence is expected, that is specific and personal (e.g. 'In Art, Johnny is to be commended for designing an intricate and detailed series of patterns on his Egyptian sarcophagus' or 'In Art, Johnny continues to struggle with fine motor skills and is encouraged to work on cutting and drawing'. These are better than 'In Art, Johnny loves to paint'.)
- Specialists are to send these documents to Amita by **May 18**. These will then be passed to class teachers.
- Class teachers to incorporate comments given into the general comment of the student's report.

### **Checking, Printing and Collating Reports**

Once you have finished writing your reports the office administrators will print hard copies for you.

**Proofreading: Teachers are responsible for checking their own reports. Please use your best professional effort to ensure your draft reports are free from errors before they are passed to the Coordinators.** When proofreading your reports please make note of the following:

- Spelling, punctuation and grammatical errors (we use British spelling).
- Write Mathematics in full not Maths or Math.
- English must be spelt with a capital 'E' (as should all subjects).
- Typing errors. (e.g. spaces used correctly).
- Name used is consistent throughout (check the front of the report).
- If a student has been given a mark of **BD** (Beginning To Develop) or **NYA** (Not Yet Apparent) please ensure that there is a comment that reflects this mark, explaining what the student can do to improve.
- A suggested format for comments is to start with a positive comment, and ensure comments are balanced. Comments should include a next step/goal/target.
- N/A (Not Assessed) can be used when a child has arrived late and there has been no opportunity for assessment of any of the standards within a strand. If it is to be used for any other reason, **it needs a Coordinators approval.**
- Comments should not be directed to the child (e.g. 'Well done, Kelly').
- Please ensure you include something personal about each child. Comments for two different students should never be exactly the same.

- General comments can include awards they have received during the semester and/or ways they demonstrate the Helping hands values. Commendations for extra curricular activities can also be included in this area.
- Avoid run-on, lengthy sentences and check that the language you have used can be understood by the parents (especially if their first language is not English).
- Avoid being impersonal (e.g. 'Kelly displays a responsible attitude towards completing homework' is better than 'A responsible attitude is shown towards completing homework'.)
- Do not mention the name of other children in reports (e.g. Johnny enjoys playing with Freddie.)
- Students should not be labeled or grouped (e.g. 'He helps the EAL students' or 'She plays well with the other Korean girls'.)

**If Coordinators feel that the reports are not properly proofread, they will be passed back to the teacher.**

Chinese teachers should give their reports to their co-teacher to check the comments. Chinese co-teachers and EAL teachers are responsible for ensuring that the name used in their comment section of the report is the same as the name used in the rest of the reports.

It is the class teachers' responsibility to read the EAL report and know what is written. If there is a major difference, then a meeting between the class teacher/EAL teacher should be called.

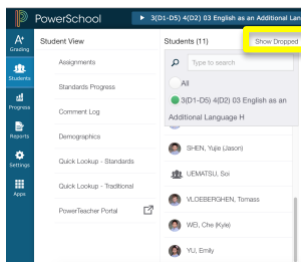
### Timeline for Reports-

<b>Week 32 (w/c April 30)</b>	- Preparations for reports begin. Teachers to commence reviewing grades (and overriding where appropriate) before making notes for student comments.
<b>Thursday, May 17</b>	- Chinese draft reports due – teachers to pass to Chinese leaders.
<b>Friday, May 18</b>	- Specialists to pass comments to Amita by the end of day.
<b>Tuesday, May 22</b>	- Chinese draft reports pass to international co-teachers to read.
<b>Friday May 25</b>	- EAL reports & specialist grades in PowerTeacher by end of day
<b>Week 36 (w/c May 28)</b>	- LR teachers to meet with class teachers to review reports of students on support plans and in extension groups, for consistency. LR teachers to arrange this.
<b>Tuesday, May 29</b>	- Chinese draft reports completed by International co-teacher and returned to Chinese teacher.

	- Office print draft EAL reports - EAL teacher to edit own reports and make amendments on PowerTeacher prior to June 1 <sup>st</sup> .
<b>Thursday, May 31</b>	- All reports (including EAL/ Chinese) completed by staff by the end of the day.
<b>Friday, June 1</b>	- Office to print draft reports and pass to class teacher - EAL and Chinese teachers to pass proof-read reports to class teachers. <b>Teachers to collate and proofread the completed report for each student in their class.</b>
<b>Tuesday, June 5</b>	- Teachers to pass draft reports to Coordinators by end of day
<b>Thursday, June 14</b>	- Coordinators to pass reports to teachers by end of day, and class teachers to distribute to Chinese/EAL immediately.
<b>Monday, June 18</b>	- Last day to make changes to reports (by end of day).
<b>Tuesday, June 19</b>	- Report printing (by office). Class teachers to collate the pages into the correct order and sign reports. Office will distribute with report covers.
<b>Thursday, June 21</b>	- Place Reports into cover same envelopes as progress reports and mid-year reports.
<b>Friday, June 22</b>	- Hand out EOY Reports to students
<b>Week Commencing Monday, June 25</b>	- Opportunity for parents to discuss EOY report with teachers.

**Please Note:**

- Reports should be completed for any students who started before **April 9<sup>th</sup>**. Any student who started on or after this date should be given a Progress Report.
- For EAL students who have transferred to mainstream, the report needs to be co-written by both the EAL and the Mainstream class teachers to reflect the child's time in both classes. EAL teachers and class teachers need to work together to decide the child's final marks for the semester. Likewise if students have moved between EAL levels, the report should be written by the teachers of both levels.
- Student who have left the school still require an EY Report. These students can be found in the dropped list in PowerTeacher Pro.



Hand reports to the following:

- Melissa – Years 2 and 5

- John – Years 3 and 6
- Andrea – Years 1 and 4