

2009 SCHOOL REPORT CHECKLIST

- For the 2009 School year, **one** annual School Report is required. (There is no longer a separate National Report).
- The 2009 annual School Report must be submitted for publication on *Schools Online* by the end of Term 1 2009.
- Principals who know they will be relocating to a new school in 2010 are expected, as a courtesy to the incoming principal, to complete as much of the 2009 School Report as possible before the end of the 2009 school year.

REQUIREMENT	NOTES
<p>1. Contextualised information on student achievement</p> <p>ACADEMIC ACHIEVEMENT</p> <ul style="list-style-type: none"> ▪ NAPLAN national minimum standard ▪ NAPLAN proficiency band distribution ▪ Teacher judgements ▪ Year 12 student performance data <i>as applicable</i> ▪ Identification of strengths, weaknesses and priorities <p>NON-ACADEMIC ACHIEVEMENT</p> <ul style="list-style-type: none"> ▪ Attendance, engagement ▪ Attitude, behaviour, effort, values 	<p>All student achievement should be contextualised:</p> <ul style="list-style-type: none"> ▪ What does the reader need to know about the students, the school or the community to understand the information presented? ▪ What does the information selected say about the school's performance? <p>Report student achievement in relation to the national minimum standard.</p> <p>Proficiency band information allows a focus on the full range of students. There is no expectation that all proficiency band graphs should be displayed. Select only that information that is useful.</p> <p>Teachers judgements, reported to parents twice a year, are a valuable source of information. This information should be contextualised to include moderation processes.</p> <p>Report appropriate Year 12 student achievement data.</p> <p>Identify the strengths and weaknesses in student achievement, indicating priorities for the next year.</p> <p>Report appropriate attendance and/or student engagement information.</p> <p>Report, as appropriate, attitude, behaviour, effort or values data that might be derived from teacher judgements, as reported to parents, or other sources.</p>
<p>2. Progress on identified priorities</p>	<p>Schools should report annually the progress they have made on identified school priorities.</p>
<p>3. Annual budget and accounts (including sources of income)</p>	<p>An Annual Budget & Accounts report template has been prepared by Financial Services and Support. Further support is available through your District Senior Finance Consultant.</p>
<p>4. Highlights of the school year</p>	<p>Report on notable achievements or events related to students, staff or the school community.</p>
<p>5. Parent, student and teacher satisfaction</p>	<p>Schools must report annually on the satisfaction of parents, student and teachers. It is <i>not</i> expected that schools survey each of these groups annually. Schools may conduct surveys on a cyclical basis, reporting the most recent information. Surveys might be supplemented with other sources of satisfaction information such as parent, student or teacher focus groups and records of interaction.</p>