

## 2011 SCHOOL REPORT CHECKLIST

For the 2011 school year, an annual School Report must be submitted for publication on *Schools Online* by the end of Term 1 2012. This applies to all schools.

Principals who know they will be relocating to a new school in 2012 are expected, as a courtesy to the incoming principal, to complete as much of the 2011 School Report as possible before the end of the school year.

School Reports must include at least the five requirements listed below, but should be succinct and presented with a public audience in mind.

**While information from Performance Overview (SPMS) and Summary View, both in *Schools Online*, may guide the content of your School Report, schools should not copy and paste displays from these systems into a School Report that will be publicly available.**

REQUIREMENT	SUGGESTED WAYS OF ADDRESSING THE REQUIREMENT	
<b>1. Contextualised information about student achievement</b>	<p>To contextualise student achievement information:</p> <ul style="list-style-type: none"> <li>▪ Identify what the reader needs to know about the students, the school or the community in order to understand the information presented.</li> <li>▪ Identify strengths, weaknesses and priorities using the following data:</li> </ul> <p>STUDENT ACADEMIC ACHIEVEMENT</p> <ul style="list-style-type: none"> <li>▪ NAPLAN – be selective, choose only the data that best identifies strengths and weaknesses</li> <li>▪ Teacher judgements</li> <li>▪ WAMSE</li> <li>▪ Year 12 student performance data (<i>as applicable</i>)</li> </ul> <p>STUDENT NON-ACADEMIC ACHIEVEMENT</p> <ul style="list-style-type: none"> <li>▪ Attendance, engagement</li> <li>▪ Teacher judgements - attitude, behaviour and effort</li> <li>▪ Suspensions and exclusions</li> </ul>	<input type="checkbox"/>
<b>2. Progress on identified priorities</b>	Schools should report annually the progress they have made on previously identified school priorities.	<input type="checkbox"/>
<b>3. Annual budget and accounts</b>	An <a href="#">Annual Budget &amp; Accounts</a> report template has been prepared by Financial Services and Support. Further support, if required, is available through your Senior Finance Consultant.	<input type="checkbox"/>
<b>4. Highlights of the school year</b>	Report notable achievements or events related to students, staff or the school community.	<input type="checkbox"/>
<b>5. Parent, student and teacher satisfaction</b>	<p>Schools must report annually on the satisfaction of parents, students and teachers. This is a requirement under the National Education Agreement.</p> <p>It is <i>not</i> expected that schools survey each group annually. Schools may conduct surveys on a cyclical basis, reporting the most recent information. <a href="#">Surveys</a> might be supplemented with other sources of satisfaction information such as focus groups and records of interaction.</p>	<input type="checkbox"/>