

# Schools reporting

## What schools need to publish in 2005 and 2006



**Queensland  
Government**  
Department of  
Education and the Arts

Queensland schools are changing the way they report on student and school performance.

These changes are outlined in the document, *Changes to Schools Reporting* ([www.education.qld.gov.au/schools/reporting](http://www.education.qld.gov.au/schools/reporting)).

The following checklist has been prepared to assist schools in implementing the new reporting requirements. For many schools this will only mean minor changes.

### 2005 Checklist

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In 2005, all schools are required to report on the following:

#### *School Annual Reporting*

By mid-2005 all schools must publish a minimum set of information for parents and the community to read. It could be a website or hardcopy publication. From 2006, this publication must be accessible on the school's website.

Following is a checklist of the information required by mid-2005, all of which should relate to the school's operations and outcomes in 2004:

#### *Required information:*

- ☐ Whether the school is state, independent or Catholic.
- ☐ The school's address.
- ☐ Total enrolments.
- ☐ Year levels offered.
- ☐ Whether the school is co-educational or single-sex.
- ☐ Distinctive curriculum offerings. Regular subjects do not need to be listed.
- ☐ Extra-curricula activities. Descriptions of the activities should be provided, particularly those that involve a significant number of students.
- ☐ Staff development priorities for the year.
- ☐ The social climate of the school, including pastoral care programs.
- ☐ Strategies used for involving parents in their child's education.
- ☐ Reading, Writing and Numeracy results for Years 3, 5 and 7 must be published by mid-2005. This information must include:
  - ☐ the average score for the school
  - ☐ the average score for Queensland. The Queensland Studies Authority has provided your school with 2004 data in relation to your school and the Queensland average. Schools should use this information.

- ☐ The percentage of students at your school above the national benchmark. Schools will be required to calculate this percentage. Information to support schools to do this will be available at [www.education.qld.gov.au/schools/reporting/2005-06requirements](http://www.education.qld.gov.au/schools/reporting/2005-06requirements)

In 2006, the Queensland Studies Authority will calculate the school's percentage of students above the national benchmark. Advice on how to treat information regarding small numbers of students, to ensure their privacy, will be available at [www.education.qld.gov.au/schools/reporting/2005-06requirements](http://www.education.qld.gov.au/schools/reporting/2005-06requirements).

- ☐ Schools that do not conduct Years 3, 5 or 7 literacy and numeracy tests are required to report this school policy.
- ☐ Apparent retention rate must be published. Schools providing senior schooling will be provided with this information by the Department of Education and the Arts. Schools may also report on real retention rates. Additional information related to retention rate reporting is available at [www.education.qld.gov.au/schools/reporting/2005-06requirements](http://www.education.qld.gov.au/schools/reporting/2005-06requirements).

*Recommended information:*

Schools are also encouraged to publish the following additional information in 2005 and beyond:

- ☐ Distinctive skills of the staff.
- ☐ How computers are used to assist learning, using narrative to describe the strategies.
- ☐ Year 2 diagnostic net results.
- ☐ School opinion survey results, where parents or students have provided their views.
- ☐ School progress towards its goals for the year.

Schools may include any other information that may be of interest to parents and the community. For example, schools may wish to include further contextual or strategic information when discussing the results for the Years 3, 5 and 7 tests.

## 2006 Checklist

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In addition to the reporting requirements for 2005, schools will be required to produce the following in 2006:

### ***Written Student Reports***

From 2006, all schools will be required to provide parents with a written report on their child's performance at least twice a year. The reports can be a hard copy or online.

### ***Interviews Every Semester***

From the beginning of 2006, every school must offer parent-teacher interviews every semester. Parents can decline an interview if their needs have been met in another way. A group parent-teacher session can take the place of one of the parent-teacher interviews as long as the teacher, at this group session, invites parents to take up the opportunity for an individual meeting.

For further details or to access this document and related materials, schools are encouraged visit the Department of Education and the Arts website: [www.education.qld.gov.au/schools/reporting/2005-06requirements](http://www.education.qld.gov.au/schools/reporting/2005-06requirements)