

Curriculum planning and programming, assessing and reporting to parents K-12 policy – amended interim policy (from Term 4 2020)

Detailing how schools plan curriculum and teaching programs including assessment and reporting to parents, during COVID-19 from Term 4 2020.

1. Policy statement

1.1. Curriculum planning and programming

1.1.1. Schools plan curriculum and develop teaching programs which are consistent with the Education Act and the NSW Education Standards Authority (NESA) syllabuses and credentialing requirements, incorporating NESA's [K to 10 curriculum requirements for 2020](#).

1.1.2. Curriculum planning and teaching programs will meet the department's [Policy standards - amended updates \(from Term 4 2020\)](#).

1.1.3. Teaching programs will incorporate assessment as an integral component.

1.1.4. Teaching programs will indicate the outcomes being addressed, the teaching activities and the assessment strategies.

1.2. Assessing

1.2.1. Schools plan assessment so that:

- students can demonstrate achievement of outcomes for the relevant stage of learning,
- valid and reliable assessment strategies are used,
- the timing, frequency and nature of the assessment processes are time efficient and manageable for teachers and students.

1.2.2. Teachers plan assessment strategies when developing teaching programs and will also make additional assessment judgements in the course of teaching and learning.

1.2.3. Teachers use a variety of appropriate assessments for monitoring student learning, providing feedback and judging student achievement.

1.2.4. Teachers collect and record assessment information to:

- guide ongoing teaching and learning,
- monitor and evaluate student progress,

- report achievement to parents and relevant authorities in accordance with school requirements and department policy.

1.3. Reporting

1.3.1. Schools will provide parents/carers, throughout the school year, with formal and informal opportunities to receive information about and discuss their child's learning.

1.3.2. The school's procedures for reporting to parents will be:

- based on the department's policy,
- time efficient and manageable,
- developed in consultation with parents/carers and teachers.

1.3.3. Schools will provide parents/carers with a formal report on their child's learning at least twice per year. The components of the formal report will meet the Policy standards - amended updates (from Term 4 2020).

1.3.4. Schools will provide information on how a child's achievement compares with the child's peer group at the school, on request from the child's parents/carers.

1.3.5. Schools will disseminate to parents/carers the reports from state-wide testing programs and, as appropriate, will provide opportunity for discussion between teachers and parents/carers.

2. Audience and applicability

2.1. This policy applies to all staff employed in NSW public schools, operational directorates and department offices. The policy also applies to students attending public schools and has implications for school communities.

3. Context

3.1. Provides greater clarity for teachers and schools in response to curriculum, assessment and reporting changes for 2020.

3.2. Covers the requirements for reporting to parents specified by the Australian Commonwealth Government school funding legislation, Schools Assistance, 2004 and Regulations to the legislation, 2005.

4. Responsibilities and delegations

4.1. The Leader, Primary Curriculum and the Leader, Secondary Curriculum:

4.1.1. provide advice on the interpretation and implementation of this policy.

4.2. The Directors, Curriculum-Early Years and Primary Learners, and Curriculum Secondary Learners:

4.2.1. ensure the currency of this policy and support material,

4.2.2. provide oversight of the policy and implementation including advice and assistance to curriculum support staff on policy development, implementation and evaluation

4.2.3. notify staff of changes to the policy.

5. Monitoring and review

5.1. Principals, school executive and delegated teachers:

5.1.1. supervise the implementation of the policy in schools reporting their evaluations to Directors, Educational Leadership.

5.2. Directors, Educational Leadership:

5.2.1. monitor and support the implementation of the policy in schools and report to their Executive Directors.

5.3. Executive Directors:

5.3.1. collect information to inform the Directors, Curriculum Early Years and Primary Learners and Curriculum Secondary Learners for evaluation of the policy.

5.4. The Directors, Curriculum Early Years and Primary Learners, and Curriculum Secondary Learners:

5.4.1. monitor the implementation of this policy and will report annually, or as required, to the Executive Director, Educational Standards.

6. Policy contact officer

6.1. Leader, Primary Curriculum (02) 7814 3038.

6.2. Leader, Secondary Curriculum (02) 7814 2825.