Curriculum planning and programming, assessing and reporting to parents K-12 policy – Interim policy during COVID-19

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

1. Policy statement

1.1. Curriculum planning and programming

1.1.1. Schools plan curriculum and develop teaching programs as a single unit of work which are consistent with the Education Act and the NSW Education Standards Authority (NESA) syllabuses and credentialing requirements, incorporating updates from NESA’s COVID-19 Response Committee.

1.1.2. Curriculum planning and teaching programs will meet the Department’s Interim Policy Standards COVID-19 Update

1.1.3. The scope of learning from home and school will incorporate assessment as an integral component

1.1.4. The scope of learning from home and school 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 intended learning for tasks set
- 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 for learning from home and school 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 and providing feedback to students.

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
- based on the agreed format determined by each school
- 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. In Semester 1 2020, schools will provide a formal report in written or digital form. The components of the formal report will meet the Interim Policy Standards COVID-19 Update.

1.3.4. Where available, 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


3.2. 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, Early Learning and Primary Education, and Secondary Education:

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, Early Learning and Primary Education and Secondary Education for evaluation of the policy.

5.4. The Directors, Early Learning and Primary Education, and Secondary Education:

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

6. Policy contact officer

6.1. Leader, Primary Curriculum (02) 7814 3038

6.2. Leader, Secondary Curriculum (02) 7814 2825