



MSHS Reporting Policy

Purpose

This policy establishes clear and consistent guidelines for evaluating and communicating student progress and achievement.

Reporting

At MSHS, reporting is both formal and informal. Informal reporting to parents and carers might include: telephone calls, communication through Google Guardian Summaries, emails, parent teacher interviews, and student workbooks. Formal reporting occurs twice a semester (four times a year) at mid-semester and end of semester.

Feedback is an essential element of learning and the improvement process. MSHS teachers are expected to communicate feedback with students, parents and carers. Effective partnerships with home and school improve student outcomes and teachers are required to contact parents and carers when a student is performing below standard or below their potential. This includes not engaging with schoolwork, not handing in assessments, and other concerns.

Mid-semester reports

Mid-semester reports are issued toward the end of terms 1 and 3. These provide a snapshot of student achievement against the standard, along with their effort. These are emailed home to parents and carers prior to the mid-semester parent teacher evening.

End of semester reports

End of semester reports are emailed to parents at the end of terms 2 and 4. Students are assessed on the below scales.

A-E Grades

When a student receives a 'C' grade, it means they have met the expectations described in the Achievement Standard for the content studied during that reporting period.

All ACT public schools use the following 5-point scale definitions to report student academic achievement for each of the Australian Curriculum learning areas/subjects:

- A – demonstrating outstanding achievement of the standard
- B – demonstrating a high achievement of the standard
- C – demonstrating achievement at the standard
- D – demonstrating partial achievement of the standard
- E – demonstrating limited achievement of the standard



Work Habits are reported on the following scale:

Consistently - The student demonstrates this work habit in almost all situations and over time.

Usually - The student demonstrates this work habit in most situations.

Sometimes - The student demonstrates this work habit inconsistently.

Rarely - The student demonstrates this work habit infrequently.

MSHS reports on social awareness and social management as well as self-awareness and self management through the Wellbeing Health Awareness and Management (WHAM) program. This is an explicit aspect of the WHAM curriculum at MSHS and as such are assessed on within the WHAM subject report.

Status Grade (S)

A 'S' grade is applied when circumstances have prevented sufficient evidence from being gathered to assess a student within the reporting period (e.g. due to extended absence). It is a school-based decision to award a 'S' grade on a case-by-case basis.

Consideration

Consideration is provided at the discretion of the faculty Executive Teacher and Student Services team. This is applied when a student has been absent, ill, or experienced difficulties outside of school that has impacted their ability to complete set work, and they have provided a legitimate reason (e.g. medical certificate). Where enough assessable work has been completed, a pro-rata grade will be calculated.

Parent Teacher Interviews

Parent/Teacher interviews provide time for the teachers, parents, and/or carers to discuss the student's progress. Formal Parent/Teacher interviews occur twice a year after the mid semester reports are issued (late term 1 and term 3). Parents and carers are encouraged to reach out to teachers whenever they have concerns or require more information about their child's progress.

Modified Programs (P)

At MSHS, some Learning Support students who are in mainstream classes may be assessed using a Personalised (P) Program when needed. This means their learning goals (Achievement Standards) are adjusted to better suit their individual needs in that subject. These changes are made when a student needs significant curriculum adjustments to succeed. If a student is on a P Program, you'll see a 'P' marked at the top of their report for that subject. However, not all Learning Support students will need a P Program—many can meet the same standards as the rest of the class with the right support and adjustments.

Name: MSHS Reporting Policy

Current Version: June 2025

Date for review June 2026

Area: Curriculum, Assessment and Reporting