



ANNUAL REPORT POLICY

Rationale

- The Annual Report informs parents/carers and the wider school community of Northcote Primary School's successes, activities and achievements throughout the year. To access the performance summaries and school annual reports see: [Victorian Registration and Qualifications Authority \(VRQA\) State Register](#)
- All schools must provide their Annual Report to the VRQA for publication on the [State Register](#), a searchable database on the VRQA website.

Purpose

- To ensure Northcote Primary School community is informed about:
 - goals and objectives as stated in Northcote Primary School Strategic Plan
 - student learning outcomes
 - Northcote Primary School's financial position including short and long term commitments and any additional funding received from the federal or state governments
 - incidents of bullying and how Northcote Primary School is redressing this
- To ensure Northcote Primary School complies with the DET policy and guidelines.

Implementation

- Northcote Primary School will download and utilise the DET proformas for the Annual Report.
- Northcote Primary School will report in general terms on student progress through the preparation of the Annual Report including the 'About Our School' statement.
- The Annual Report will include:
 - student achievement including a description and analysis of student learning outcomes in state-wide tests and examinations for the current year
 - strategies to improve, and achievements in, student wellbeing
 - a description and analysis of rates of student attendance for the year
 - DET generated performance reports including a report of Northcote Primary School's financial activities copies of any other reports Northcote Primary School is required to prepare for Northcote Primary School community under any funding agreements with the State or Commonwealth
- Please refer also to Northcote Primary School's *Bullying & Harassment Policy*, the *Curriculum Framework Policy* and the *Framework for Improving Student Outcomes (FISO) Policy*.

Evaluation

- This policy will be reviewed as part of Northcote Primary School's three-year review cycle or if guidelines change (no current specific DET A-Z Index reference).

NPS School Council ratified this policy on the 5th December 2018

Reference:

www.education.vic.gov.au/school/Principals/spag/governance/Pages/accountability.aspx