



August 2020

Dear Parents/Guardians and Students,

Once again we see ourselves in remote learning for all year levels with the VCAL and VCE students transitioning to remote learning this week. Our staff are completing progress checks for all students to communicate to families how they are performing in class.

Adaptations to our work habits rubric that were made during remote learning last term have continued for this round of progress checks. Your child will still be assessed according to the same four Areas of Assessment, allowing some comparisons to be made throughout the year. The Areas of Assessment include:

- Behaviour
- **Organisation and Homework***
- Work Ethic
- Use of Class Time

*** It is important to note that whilst in remote learning, homework for Years 7 – 9 could refer to any learning task or class work set for the student.**

The following page outlines the rubric used for the Areas of Assessment as well as how teachers are assessing attendance and students at risk of not satisfactorily completing this semester of work.

To access Progress Check results, log into your Compass Portal and you will see the link from your dashboard. If you want to use your mobile app, you will need to open the **web browser**.

To access these results via the browser:

- From the Home Screen, click on the 'View Academic Reports' item
- A list of Academic Reports will be displayed
- Select **2020 Progress Check 4** from the drop down Cycle box at the bottom of the Progress Reports section.

All the best to everyone and keep safe during this period.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Marina Walsh', written over a light blue horizontal line.

Marina Walsh

Assistant Principal

Teaching and Learning | Curriculum | Assessment and Reporting | Professional Learning

Progress Checks 2020

Individual feedback is provided by teachers in class, please ask your child to view their returned work with the written feedback and related assessment rubric.

To access Progress Checks, you will need to use your computer. They are available using the mobile app if you open the web browser.

The rubric to be used by teachers for Progress Checks is shown below:

| | Behaviour | Organisation & Homework | Work Ethic | Use of Class Time |
|-----------------|---|--|---|---|
| Excellent | <ul style="list-style-type: none"> Always follows instructions Always has a respectful and positive attitude Always follows class code of cooperation Has a positive impact on the learning of others | <ul style="list-style-type: none"> Always prepared for lessons Punctual and ready to learn Always submits homework by due date Ongoing assessment indicates consistent study outside of class | <ul style="list-style-type: none"> Consistently shows determination to achieve personal best Highly motivated and has a positive work ethic Consistently shows independence towards their learning | <ul style="list-style-type: none"> Always uses class time productively Consistently works collaboratively with teacher and classmates Always asks clarifying questions when needed |
| Very Good | <ul style="list-style-type: none"> Always follows instructions Always has a respectful and positive attitude Always follows class code of cooperation Does not negatively impact on the learning of others | <ul style="list-style-type: none"> Always prepared for lessons Punctual and ready to learn Homework is nearly always submitted by the due date Very good level of preparation for tests and assessment tasks | <ul style="list-style-type: none"> Shows determination to achieve personal best Strongly motivated and has a positive work ethic Frequently shows independence towards their learning | <ul style="list-style-type: none"> Generally uses class time productively Works collaboratively with teacher and classmates Generally asks clarifying questions when needed |
| Good | <ul style="list-style-type: none"> Mostly follows instructions Mostly has a respectful and positive attitude Sometimes needs to be reminded about class code of cooperation Rarely impacts the learning of others in a negative way | <ul style="list-style-type: none"> Mostly prepared for lessons Usually punctual and ready to learn Homework is generally submitted by the due date Good level of preparation for tests and assessment tasks | <ul style="list-style-type: none"> Generally shows determination to achieve personal best Motivated and has a positive work ethic Shows some independence towards their learning | <ul style="list-style-type: none"> Generally uses class time productively Often works collaboratively with the teacher and classmates Willingness to ask questions to clarify understanding |
| Needs Attention | <ul style="list-style-type: none"> Needs to improve his/her ability to listen attentively and follow instructions Needs to develop a more positive and respectful attitude towards the teacher and fellow students Needs to avoid any behaviour that negatively impacts the learning of others | <ul style="list-style-type: none"> Needs to improve organisational skills and preparedness for class Needs to improve punctuality and readiness to learn once class has started Needs to improve level of preparedness for tests and assessment tasks including completing homework tasks | <ul style="list-style-type: none"> Needs to put more effort into achieving his/her personal best Need to improve willingness to complete work Needs to further develop his/her independent learning skills | <ul style="list-style-type: none"> Needs to use class time more productively Needs to improve group work and collaboration skills Needs to improve ability to work collaboratively with the teacher Needs to improve willingness to seek help and to clarify instructions and tasks |

To achieve each rating, teachers will use the following percentages as a guide:

| RATING | PERCENTAGE RANGE |
|-----------------|------------------|
| Excellence | 86 – 100 % |
| Very Good | 71 – 85 % |
| Good | 55 – 70 % |
| Needs Attention | < 55 % |

Whilst in remote learning, teachers will provide feedback on **your child's attendance from the beginning of Semester 2 which is Week 10 of Term 2** and will indicate if they are on track or not. The reason for the change in Year 7 – 10 percentages is due to the extra week of holidays which was the first week of this term.

| RATING | ATTENDANCE |
|-----------------------------|------------|
| Year 7 – 10 On track | 80 – 100 % |
| Year 7 – 10 Needs Attention | < 80 % |
| VCAL & VCE On track | 90 – 100 % |
| VCAL & VCE Needs Attention | < 90 % |

A student who has been identified as being **at risk of unsatisfactorily completing the semester** could be due to one of two reasons. With the support of Year Level Coordinators, teachers will continue to work with the students to achieve success.

| At Risk | Reason |
|---------|---|
| Yes | Attendance in class is low |
| Yes | Significantly underachieving (not working to their potential) |
| Yes | Low/ Very Low on Senior School Assessment Scale |
| Yes | Below/ Well Below expected level on Victorian Curriculum |