



# LEARNING JOURNAL POLICY



## **Rationale:**

- To provide for parents a cumulative record of the child's progress throughout the school year.
- To collect samples of work in a range of Key Learning Areas, as part of the Reporting to Parents program.

## **Aims:**

- Learning Journals should include samples of work items of assessment and half-yearly written reports.
- Work samples could show progress and achievement, should represent the real tasks of everyday classroom activities and be process-related (including drafts and finished pieces of work).
- Samples should not be "glossy show-pieces", but demonstrate the student's level of achievement.
- Learning Journals should promote pride and ownership from the students about their own work.

## **Implementation:**

- An introductory letter of explanation to parents will be at the beginning of the Learning Journal.
- Team planning of tasks, and moderation to ensure consistency should take place at team planning meetings.
- Learning Journals will be sent home at the end of each term, with written reports at the end of Terms 2 and 4. At the end of the year, the Learning Journal becomes the property of the student.
- It is up to the child to return their reporting journal to their teacher at the start of the new term. If not, student work will be sent home in a plastic pocket at the end of the term.
- Parents will be encouraged to write comments to their child about their work each term, and return the Journal to school by the end of the second week of term.
- "Magic Moments" where an individual student produces something special or participates in special events or activities may be included in their Learning Journal.
- Comments on individual samples should be written at the discretion of the teacher.
- Specialist teachers will include at least two samples during the year.
- Samples of work from specialist areas are to be submitted to the class teacher at least two weeks prior to the end of term.
- Each work sample will be dated.
- An explanation of incomplete work will be attached if necessary. Extra time will not normally be offered for incomplete work.

## **Evaluation:**

- Learning Journals will be evaluated at the end of each year in team meetings and changes made to improve the implementation.
- Parents will be invited to comment on the Reporting to Parents Program, which includes Learning Journals, through the annual Parent Opinion survey.

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council

March 2015