

Report Style Guide

Please remember that the reports are intended to be a succinct record of what a child has **demonstrated** in each subject you report in. Always have your report comments proof-read by a colleague eg Sarah Jane, Elizabeth or Anna before emailing them to me.

Comments

In the comment space you need to address some very specific things. The length of a comment should be about 120-130 words maximum. Use Font: Arial - size 11.

1.1 Effort: Firstly you need to comment on the effort level and attitude of the child in the subject.

1.2 Achievements: It is also expected that you commend the achievements of the child in their content knowledge, skills, work habits or demeanour.

1.3 Needs: You must address any issues you perceive which the child demonstrates, that means pertaining to any dimension, or part thereof, which is scored below the standard. No major aspect should be new information to the parents as you should be in a dialogue with the parents about your concerns.

The Effort sentence in your comment is an opportunity to show your knowledge of how well a child engages and applies him/herself to any activity/class.

Eg. Arabella is an enthusiastic member of the grade who always joins in class discussions.

The Achievement section of your comment should focus specifically on the child's achievement against the outcomes in the area being commented on. **It is important to avoid comments related to completion rates, program activities or other aspects unrelated to achievement.** This is not a subject overview of what you have taught, but rather, what a child has demonstrated that they are capable of doing. The following comment prompts are mainly for English or Mathematics but they give you some idea of how they could be constructed for other subjects.

The student...

- can write across a range of genres
- is able to edit his work carefully
- selects key ideas presented by
- can demonstrate analogue time to the minute
- is able to count on by tens
- can draw 3D shapes

The Needs section of your comment should cover areas for improvement. They need to be very specific in the skills they describe. The following comment prompts are mainly for English or Mathematics but they give you some idea of how they could be constructed for other subjects.

The student needs to...

- plan their writing using key words or drawings or maps

- edit their work and ensure that their sentences make sense
- check their calculations
- recall their times tables more accurately
- work cooperatively in teams

Writing conventions for your comments

NB the Australian convention is now 'program' rather than 'programme'.

Areas you might want to check:

- 2.1. **Abbreviations**- It is best to avoid abbreviations and you do need to write Mathematics in full not 'Maths'.
- 2.2 **Apostrophes** – Children's presentations, but Girls' Club
- 2.3 **Capitals** –A capital letter should be used when you are using the name of the subject as a noun. Eg. In **M**usic, Sally has shown....
Science is an area of study Amos...
 In **C**ycle 2, **G**rade 4, **D**uring **S**emester 1...

A lower-case letter should be used when reporting on areas related to the subject.
 E.g. Spencer's reading comprehension skills...
 Anouk's mathematical concepts....

- 2.4 **Hyphens**- ***Well-mannered children and self-disciplined people are all hyphenated.*** Left-hand bow and right-hand bow, sight-reading skills. Most compound adjectives are hyphenated. Think of the difference between extra marital sex and extra-marital sex.

At MMS the preference is to have a hyphen for 'co-operative' or 'co-ordinated'

- 2.5 **Repetition and nicknames** – It is the convention that **we use a name once, followed by two pronouns** and then repeat the name again.

Eg Tom ...He...He.... Tom...

Most parents are happy for you to use a child's nickname in a comment. It is advisable to know what a child is called by a parent as there are a few parents who are very particular about Alexander and not Alex etc. The child's full name should appear at the top of the report.

Example of English comment:

**** has a sophisticated understanding of the English language. He is able to read with fluency and accuracy, he is able to use strategies when reading texts with new or unfamiliar ideas, and he can comprehend complex texts on a literal, inferential and evaluative level. **** is able to compose texts for the purpose of familiar and unfamiliar audiences, he uses complex sentences to enhance his writing, and he effectively uses the THRASS strategy to spell unfamiliar words. **** speaks in a clear and audible voice, and he is beginning to listen more attentively when others are communicating.

Example of a Mathematics comment

**** has improved in all areas of Mathematics this semester. She is able to order and identify numbers in the thousands, she can round money to the nearest dollar, and she can use formal algorithms to solve problems involving addition and subtraction. **** is able to estimate and measure length using formal and informal units of measurement and she can identify 3 dimensional shapes. Her increased understanding of fractional numbers has enabled her to identify equivalent fractions and her main focus for next semester will be developing a greater range of mental strategies, allowing her to solve number sentences more quickly and accurately.