GUNDAROO PUBLIC SCHOOL
PORTFOLIO POLICY

PURPOSE

The purpose of this policy is to provide guidance on the selection and management of relevant student work samples for each KLA. These samples will provide evidence of student achievement and assist in the assessment and reporting of student’s progress to themselves, parents and teachers.

RATIONALE

The samples are managed in a portfolio (display book). They will be a deliberate, strategic and specific collection of students’ work that will provide evidence of student achievement.

KEY POLICY STATEMENTS

PRINCIPAL RESPONSIBILITY

The principal will:
• provide guidance to the staff in their selection of work samples for each KLA
• encourage the involvement of students and teachers

STAFF RESPONSIBILITY

The staff will select and manage samples that:
• are collected for a specific purpose
• are linked to the syllabus outcomes and indicators
• reflect the class program

The staff will select and manage a range of KLA work samples per year to include:
• English
• Mathematics
• Science and Technology
• HSIE
• Creative and Practical Arts
• PD/PE/Health

The staff will provide the opportunity where appropriate for the student to select a representative work sample from any KLA to be included in the portfolio each term.

Provide the opportunity for the student and parents to view, appraise and comment on the portfolio once a semester.
**STUDENT AND PARENT RESPONSIBILITIES**

The students and parents will:

- View, appraise and comment on the portfolio once a semester (this may be verbal).
- Return it to the school.
- Keep the portfolio at the end of each year.

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