

# Annual Reporting

## Policy

The college will complete an annual report as per the requirements of the RANGS manual.

## Procedure

The Annual report will include the following information:

1. A message from the school board
2. Contextual information about the school
3. Student accounts in NAPLAN
4. The results of the Record of Student Achievement and the Higher School Certificate
5. Senior Secondary Outcomes
6. A summary of all professional learning undertaken by teachers
7. Details of all teaching staff as per their responsibility for delivering curriculum
8. Workforce composition
9. Student attendance rates for year level and whole school
10. The management of non-attendance policy
11. Student retention for Years 10 and 12
12. Post-school destinations
13. The enrolment policy
14. The characteristics of the student body
15. A summary of changes made to college policies
16. A list of priority areas of improvement
17. Actions taken by the college to promote respect and responsibility
18. Parent, teacher and student satisfaction surveys
19. Summary of school financial information

## Procedure – Submission of Educational and Financial Reporting Measures

1. The Educational and Financial Report will be uploaded to RANGS
2. The college will upload the annual report to the RANGS website before June 30 and to the school website before June 30.

## Procedure – Updating the Annual Report & the Submission of Relevant Data

The admin staff will update the information required in the report as directed by the Principal. The college will provide any information requested by the Minister that is relevant to any ministerial report to parliament on the effectiveness of schooling in the State within three months of the request. The information is to be provided to BOSTES.

## Version

2.0

## Review

2016 or as required