

Note: These templates are optional and intended as a guide to support teachers and leaders in meeting compliance requirements.

## Understanding this report

A comment related to your child’s achievement compared with statewide syllabus standards and a summary of your child’s effort in each subject for this semester are included in this report. The table below shows the scale used to report your child’s effort in each subject. This information may be useful to you in conversations with your child about their learning.

Effort	Description for parents/carers
High	engages in most learning activities. They always to a high standard.
Satisfactory	engages in most learning activities. They present work to the required standard.
Low	Your child sometimes participates and engages in learning activities. They occasionally try to complete and present work to the required standard.

Reporting on 'effort' is optional. This provides an approach to communicate students' commitment to learning. Feedback from parents and carers indicates that they appreciate insights into their child's effort.

[School name]

Insert image of school logo/emblem

[Student full name]

Issued without any corrections

Kindergarten [insert class name]

[Insert teacher name]

We are pleased to present [First name's] Semester [#] report which provides a summary of progress across all key learning areas. A range of assessment opportunities have been used to inform [First name's] report. For further information or questions regarding this report, please contact [School name] at [School email] or call [School phone number]

### General comment

[General comments should be written in plain English. Recommended maximum length 200 words. Note: this should include information about key learning areas.]

The general comment section of the report can be used to discuss a student's social development and commitment to learning. In Kindergarten, this section must also include comments on key learning areas (KLAs) other than English and mathematics. Embedding these within the general comment section streamlines the report, ensuring all key learning areas are addressed. The general comment can also be used to report on the school's positive behaviour goals, such as resilience and respect, as well as how students engage with feedback or demonstrate independent learning skills. Teachers may also choose to report student progress on general capabilities, such as critical and creative thinking, information and communication technology, and personal and social skills.

### Social development and commitment to learning

	C	U	S
[Observes playground rules]	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
[Take responsibility for own actions]	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
[Works well with others]	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

This table provides an example of how to report on social development and commitment to learning. Schools can:

- use the table as it is
- modify the text to suit their needs
- replace the table with written comments to report on a student's social development and commitment to learning.

C – consistently U – usually S – sometimes

### Extra activities

[insert activity]	[insert activity]	[insert activity]
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Schools must provide information about student achievement in relation to school programs that extend or are additional to syllabus requirement. This table shows one way to do this.

### Attendance

Whole days absent	[#]	Partial days absent	[#]
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Reporting on attendance is required under the CPPAR policy. Schools have the flexibility to decide how this information is presented.

English

Effort High



Teacher's comments

[Comments should be written in plain English. Limit the use of education jargon. Recommended maximum length 150 words. Identify areas of student strength and areas for further development. If referring to focus areas or other syllabus content, modify to plain English.]

Using plain English when reporting to parents is essential for ensuring accessibility. Plain English relies on clear, direct, and simple language, avoiding jargon, so readers can quickly and easily understand the information. For guidance, refer to [plain English principles](#) for practical tips on writing effectively.

Mathematics

Effort Satisfactory



Teacher's comments

[Comments should be written in plain English. Limit the use of education jargon. Recommended maximum length 150 words. Identify areas of student strength and areas for further development. If referring to focus areas or other syllabus content, modify to plain English.]