

**Procedures**

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| Title | School Report Format |
| Category | School Governance |
| Document ID | 3.8 |
| Version | 1.0 |
| Date | 10/01/25 |
| Purpose | Aerie College School ReportFormat will be developed into formal Aerie College school report format template. **Student Name:** [Student's Name] **Year Level:** [Year Level] **Semester:** [Semester]  **Overall Assessment:**  [Overall positive statement about the student's progress, including their strengths and areas for growth.]  **Subject Reports:**   * **[Subject 1]:** [Positive statement about the student's performance in this subject, highlighting their achievements and offering suggestions for improvement.] * **[Subject 2]:** [Positive statement about the student's performance in this subject, highlighting their achievements and offering suggestions for improvement.] * **[Subject 3]:** [Positive statement about the student's performance in this subject, highlighting their achievements and offering suggestions for improvement.] * **[Continue for all subjects]**   **Teacher Comments:**  [Additional positive comments from the supervising teacher, addressing the student's overall attitude, behavior, and participation in class.]  **Parent-Teacher Conferences:**  We encourage parents to schedule a meeting with their child's teachers to discuss their progress in more detail. Please contact the school office to arrange a time.  **Note:** Aerie College is committed to providing a positive and supportive learning environment for all students. If you have any concerns or questions, please do not hesitate to contact the school. |
| Audience | Education Standards Board  Teaching staff  Parents |
| Registration requirement | To satisfy the requirements of the Education Standards Board for registration as a school |
| Responsible person | Principal |
| Sign off by | Charity Board Chair, Capt Arthur Jones |
| Next review date | Sept 2027 |
| URL |  |