

Annual Reporting

Policy

The college will complete an annual report.

Procedure

The annual report will include the following information:

Contextual Information

1. Whether the school is State, Independent or Catholic Whether the school is co-educational or single-sex
2. The school's address
Total number of enrolments
3. Characteristics of the student body
 - a. Year levels offered
 - b. Distinctive curriculum offerings
 - c. Extra-curricula activities: Descriptions of the activities should be provided, particularly those that involve a significant number of students
4. The social climate of the school, including pastoral care programs and strategies to respond to bullying Parent, teacher and student satisfaction with the school
Strategies used for involving parents in their child's education
The title of a school-based contact person for further information on the school and its policies
5. School income broken down by funding source

Staff Information

1. Staff composition, including Indigenous staff
Qualifications of all teachers
2. Expenditure on and participation in teacher professional development
3. Average staff attendance for the school, based on unplanned absences of sick and emergent leave for periods of up to five days
4. Proportion of teaching staff retained from the previous school year

Key Student Outcomes

1. Average student attendance rate (%) for the whole school and for each year level
2. A description of how non-attendance is managed by the school
3. National Assessment Program - Literacy and Numeracy - Reading, Writing, Spelling, Grammar and Punctuation, and Numeracy results for Years 3, 5, 7 and 9
4. Apparent retention rates from Year 10 to 12
5. Year 12 outcomes: Schools have been provided with a set of information by the Queensland Studies Authority and are to report on school websites the following:
 - a. number of students awarded a Senior Education Profile
 - b. number of students awarded a Queensland Certificate of Individual Achievement

- c. number of students awarded a Queensland Certificate of Education at the end of Year 12
 - d. number of students awarded an International Baccalaureate Diploma (IBD)
 - e. number of students awarded one or more Vocational Education and Training (VET) qualifications number of students who are completing or completed a School-based Apprenticeship or Traineeship (SAT)
 - f. number of students who received an Overall Position (OP)
 - g. percentage of OP/IBD students who received an OP 1-15 or an IBD
 - h. percentage of Year 12 students who are completing or completed a SAT or were awarded one or more of the following: QCE, IBD, VET qualification
 - i. percentage of Queensland Tertiary Admissions Centre applicants receiving a tertiary offer
6. Post-school destination information from the current *Next Step* survey
 7. summary of findings in relation to main destinations of students chart showing main destinations of students

Procedure – Submission of Educational and Financial Reporting Measures

The School Annual Report for the previous program year is to be made publicly available on the internet for a minimum of 12 months, and schools are to make arrangements to provide the information, on request, to a parent, carer or a person who is responsible for a student at the school and is unable to access the internet.

The School Annual Report is to be published by 30 June of each year. However, post-school destinations information for Year 12 completers is to be included after release by 30 September of each year.

Version

2.0

Review

2016 or as required