



Dandenong West Primary School

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ANNUAL REPORT TO SCHOOL POLICY

PURPOSE

To ensure the school community understands how and why the Annual Report is presented.

POLICY

The purpose of the annual report to the school community is to inform parents and the wider school community of the school's successes, activities and achievements throughout the year, and to meet legislative and regulatory requirements under the *Education and Training Reform Act 2006* and the National Education Agreement 2008. Schools are required to submit a school annual report to the Department by 30 April each year.

Annual reports are made available to the school community at our Annual General meeting of the School Council in March. This is a public meeting and any member of the school community is welcome to attend.

Once the annual report is ratified by the School Council the 'Annual Report to the School Community' is available on the school website and made available at the school office.

Mention of the 'Annual Report to the Community' is published in an April school newsletter as being completed and able to be read.

The 'Annual Report to the Community' is then submitted to the Education Department by the stated date.

FURTHER INFORMATION AND RESOURCES

- [Education and Training Reform Act 2006](#)

REVIEW CYCLE

This policy was last updated on 12 Feb 2019 and is scheduled for review in 4 years.