



**Glenroy Central
Primary School**

PORTFOLIO POLICY

Reviewed: March 2024

Review Date: March 2027

Rationale

Portfolios are a collection of student work that shows their learning growth and a sample of the content taught throughout the year. They provide an opportunity for students to share their achievements and challenges with their family and to self-reflect on goals.

Aims

- To showcase the student's development in all learning areas
- To increase value and respect for student work
- To motivate students to do their best and take pride in their work
- To show the development in the student's thinking
- To document student's performance over time

Implementation

- A message to parents/guardians will be included on the front page of the portfolios
- Samples of work collected throughout the year relating to all areas of the curriculum
- Samples to be collected in either an A4 display book that has a standard front page containing – name, photos, year and message to the parents about the document OR collated into a digital PowerPoint and downloaded as a PDF to be sent to parents
- Samples of work to be selected by both teacher and student
- Samples must be dated, signed and corrected
- Samples may be annotated by students using a standard reflection statement that includes why the piece is included such as: I have included this piece of work because . . . I am proud of this work because. . .using a portfolio self assessment tag
- Over each year, pieces of work must include:
 - 2 self-assessment reading pieces and 1 free choice
 - 2 self-assessment pieces of writing and 1 free choice
 - 2 self-assessment number tasks and 2 free choice
 - 1 self-assessment from other area of maths and 1 free choice
 - Record of Personal Development or goals achieved
 - 1 piece of work for each Investigations topic (1 per term, 4 in total)
 - Other pieces of work related to student choice and interests

Evaluation:

This policy has been endorsed by the Principal and will be reviewed as part of the school's three-year review cycle.