

## General advice about annual report requirements that were new in 2007

<b>Performance Measure</b>	<b>Explanation to support the text in Section 3.10.1 of the Manual*</b>
Message from key school bodies	The requirement is for the report to include a message from the school's key bodies. The particular bodies providing a message will vary from school to school as relevant to each school's operation and its community's expectations. It may include a message from a range of bodies including the principal, a governing council or similar and/or a student representative council.
Summary of professional learning undertaken by teachers	The summary may include a description/list of the professional learning undertaken by teachers as part of the school's professional development program including staff meetings (if relevant). It may also include professional learning undertaken by teachers through bodies external to the school such as University courses and/or participation in professional associations.
Average teacher attendance	The average teacher attendance may be reported in the most appropriate way according to a school's circumstances. Typically it is expressed as a percentage of the average number of teachers present each day or a percentage of the school days where all staff were present.
Proportion of teaching staff retained from the previous year	The proportion of teaching staff retained from the previous year may be reported in the most appropriate way according to a school's circumstances. Typically it is expressed as a simple percentage, for example '87% of teachers were retained from 2005'.
Student attendance rate and actual retention rate for secondary schools	All primary and secondary schools must report on the average student attendance rate. The rate is to be reported as a single percentage.  Secondary schools with students in Year 12 must also report on the actual retention rate to provide data relating to actual students who have been tracked from the completion of Year 10 to Year 12. The retention rate relates only to secondary schools with students in Year 12.
Actions to promote respect and responsibility	The report must include a description of some of the actions the school has undertaken to promote respect and responsibility. This may be presented in a way that is appropriate for the school. For many schools such actions are integral to the school's philosophy and core purpose. Schools could consider addressing this requirement by providing a brief list of the significant or key actions or events. Alternatively, a brief statement highlighting relevant aspects of the school's context, programs and/or policies could also address this requirement.
Description of parent, teacher and student satisfaction	The requirement is for all three groups to be represented in the description of satisfaction. Where this is not feasible a school may provide an explanation. The description of satisfaction may be based on data such as anecdotal feedback, level of community involvement in school activities, retention of student enrolments, attendance at school functions or the resolution of issues. A formal survey is not required.

\* Registered and Accredited Individual Non-government Schools (NSW) Manual.