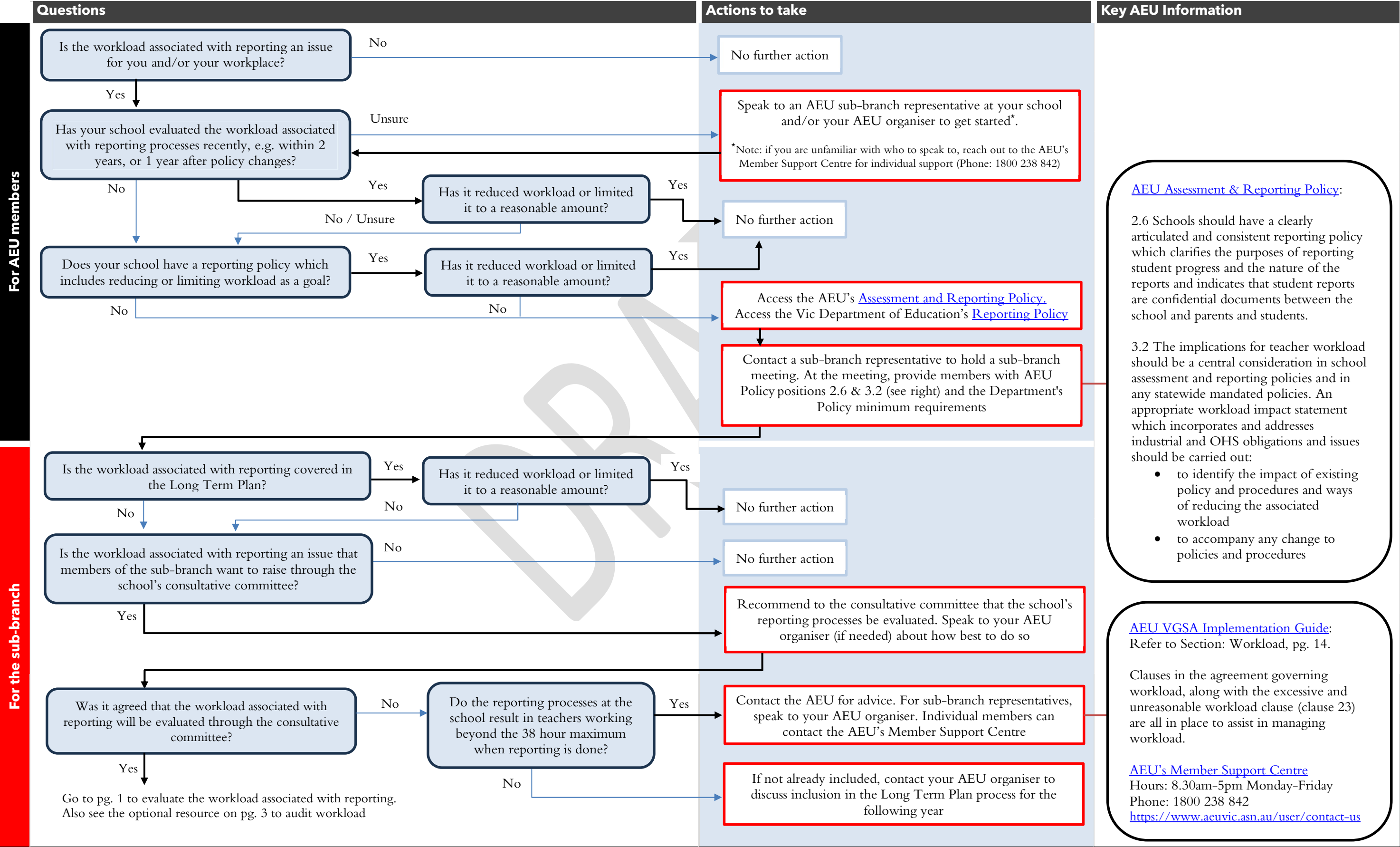


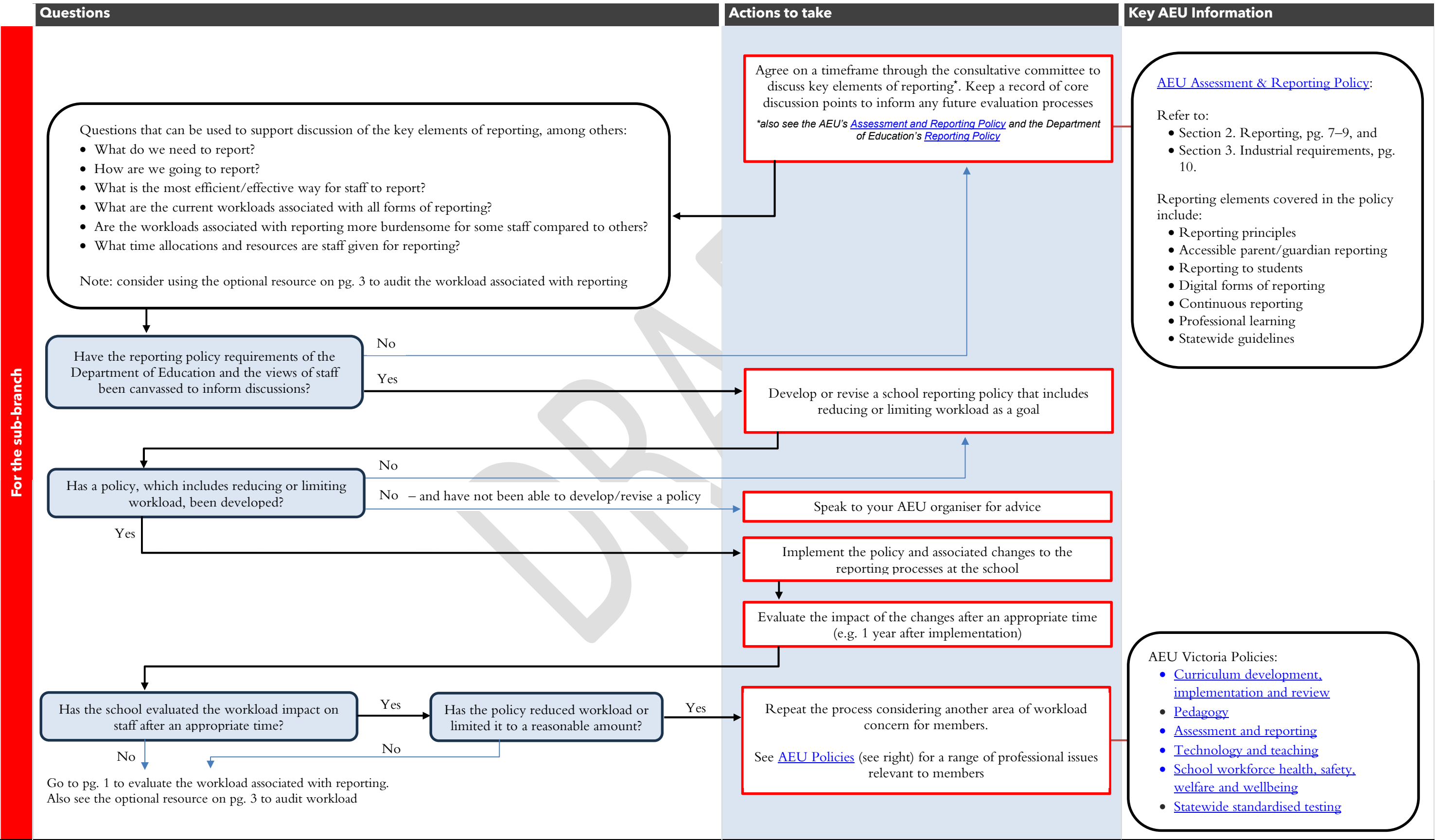
1. Evaluate the workload associated with reporting processes at your school

For AEU members and sub-branch representatives: Use this flowchart to identify any reporting related workload issues at your school and steps to take to address them. Reporting includes all the ways in which the knowledge gained from assessing students’ learning progress is communicated, noting that associated workloads can vary substantially between individuals, workgroups and schools.
Note: The following pages provide an example of how to evaluate the workload associated with reporting. A similar process can be applied to other professional areas of education work, see AEU’s policies on pg. 2.



2. Evaluate the key elements of reporting at your school

For sub-branch representatives: Use this flowchart to identify steps to take to develop or revise your school's reporting policy, with a view to reducing and/or limiting workload.





3. Audit the workload associated with reporting

For AEU members and sub-branch representatives: This optional audit tool can be used to document any reporting activities you or AEU sub-branch members undertake. Identify any that stand out as: 1) taking a lot of time to complete; 2) having low value*; 3) both; 4) occurring outside of standard hours of work. Use the completed audit tool to support discussion within your sub-branch or with your AEU organiser about potential improvements to the workload associated with reporting.

**Note: Consider low value in terms of different stakeholders and the described purpose of the reporting activity, e.g. written comments in reports may have value, yet don't meet their described purpose if parents/carers do not read them.*

Reporting activity	Time to undertake the reporting activity? (a little, medium, a lot, extremely large; or record hours if preferred)			Value from completing the reporting activity? (low, moderate, high)		Number of staff involved in completing the reporting activity?	Potential ways to reduce workload connected to reporting activities?
	Time taken	Occurs within standard hours of work?	Comments	Value	Comments		
Collection and collation of data for reporting purposes							
Preparing end of Semester report/s <i>e.g. may include writing the reports, preparing other documentation that forms the basis of school reports, related administration, supporting others to prepare reports, moderation etc</i>							
Continuous reporting <i>e.g. 3 or 4 weekly short reports on effort, attendance, growth etc. May include as above.</i>							
Feedback to students on work completed <i>Include written and/or verbal</i>							
Providing formal feedback to parents/carers on students' work <i>e.g. parent-teacher interviews, student-led conferences, three-way conferences, etc</i>							
Providing informal feedback to parents/carers on students' work							
<i>*Add other types of reporting here, as needed</i>							