



www.hea.edu.au
contact@hea.edu.au
1300 72 99 91

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Record Keeping Ideas for NSW

Keeping records of your child's learning is a part of registration for home education in NSW. It can take a number of different forms, including informal methods such as photos; the way you keep records is not prescribed by NESA. Choose a way of keeping records that is easy for you and fits with your lifestyle. Take into consideration the number of children you are home educating; record keeping for a single child will look very different to a large family. Your home education records belong to you. They will need to be shown to the AP during the visit, but they do not take copies and you don't need to submit them to NESA.

In your plan, you can include a general statement about your home education style, and how you will be keeping records of learning opportunities that you provide for your child. Here is an example:

"Records of work and progress will be kept, by both informal and formal methods. By observing and discussing work, I will be able to assess my child's ability to understand the work, identify areas which may need greater attention, and adjust work accordingly, in order to best meet educational needs."

"Photographs of activities and projects will be used as a method of recording, tickets from excursions, samples of completed work etc, and a learning diary or calendar may be used to compile a summary of what was done."

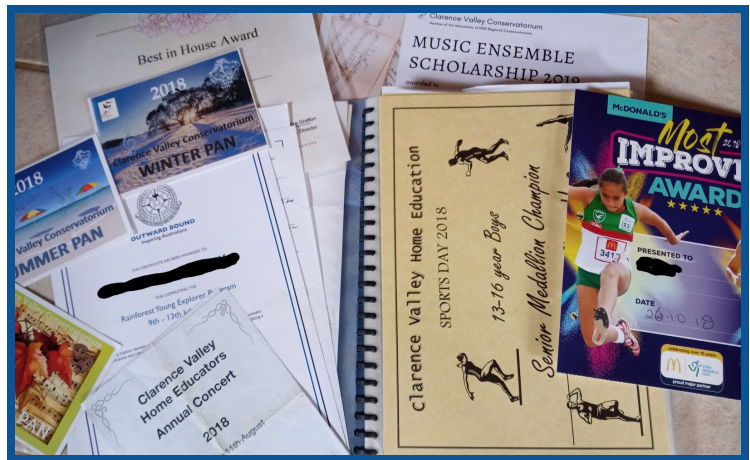
Here are some examples of ways to keep records.

Many families use a combination of methods.

1. **Photos** - Photos of your children's learning activities - cooking, science projects, artworks, sporting events, group activities, even work samples. You can present these in any form - this could be a slideshow or electronic presentation, a selection of (paper) photos, a photo album, a display folder including photos.
2. **Samples of work** - Show a few work samples, collected in a folder or box. Written work samples are not required, but APs do like to see some.

- a. It's helpful to date the pages of any workbooks your children use. (such as Maths etc)
- b. Online programs usually have records of learning activities that you can save or print.
- c. Keeping written work with the dates could be a way of keeping records. You could simply make some of your child's written work available - eg the handwriting book, maths book etc.

3. **Portfolio** - A collection of your child's certificates, medals, ticket stubs, concert programs etc. Here is a sample of the kinds of things you might include.



4. **Written summary** - Describing the learning opportunities which were provided in each of the six Key Learning Areas (KLA - think "subjects"). Keep it short - ½ page per KLA is more than enough. Here are few samples:

Science & technology

Science: Jack has completed a unit study on plants this semester. He has learned about seed dispersion, seed growth, photosynthesis and adaptations to various conditions. Jack is a keen science student, enjoying the hands-on nature of the study. He has also enjoyed online lessons with Mystery Science this semester.

Technology: Jack continues to work his way through Pure & Simple Computer Science. He is enthusiastic but progress is slow and he is often distracted by the computer itself. He also struggles to conceptualise the abstract ideas involved in computer studies.

Geography:

Early in Term 1, Jack completed a very large unit on Europe and has now moved onto Asia. He has completed the introduction and is currently studying South East Asia. There are comprehension passages incorporated into these units, graphing, interpreting maps and charts,

reading culturally appropriate stories as well as hands on arts, crafts and cooking. Jack enjoys the cooking most of all, and is becoming increasingly independent with this.

Languages other than English:

Jack continues to study French, using "The Easy French". He is cooperative and enthusiastic, although his retention is poor.

5. **An Outcomes Chart** - Sometimes these are included in the teaching & learning resources you are using. Ticking these off, or dating them can be an easy way of showing you have assessed your child. You can use two colours or marks - to mark them as 'completed' when you feel the child reached that level of competency, or if they are not quite there mark it as 'working towards'.
6. **Stage Statements** - can be used as the basis of your program, as well as a way to keep records.
 - a. You can highlight sections of the Stage Statements as your child completes learning in this area. You can use a different colour to show areas your student is working towards at the time of the AP visit.
7. **A Diary, a Spreadsheet or a Weekly Planner**
 - a. You can record what work your child did and things like noting down where you went on excursions (ie library, museums ,stage performances etc).
 - b. It could be written by both you and your child.
 - c. It could also be the learning plan, which the student then marks off as completed.
 - d. **Lists** - reading lists, documentary/movies watched, lists of social/sporting events, excursions, group activities
8. Electronic platforms such as a Blog, Instagram, closed Facebook group etc. This is an excellent way to store photos.
9. An App for record keeping - e.g. KeptMe, **Evernote**, OneNote etc.

Under the NSW Education Act (1990), the home educating parent is responsible for providing a learning program. However there is some flexibility for students who are unable to participate in learning activities due to illness, disability, unforeseen circumstances or behavioural problems. (section 74.2 of the Education Act). The HEA can provide extra support with registration for home education. Please email support@hea.edu.au.