



ASSESSMENT, RECORD KEEPING AND REPORTING POLICY

Introduction

An effective, manageable and informative system of assessment and record keeping not only supports increased staff awareness of children's progress and ability, but actively informs and facilitates teaching and reporting.

A consistent, whole school approach to assessment and record keeping informs future planning, guides colleagues' awareness of children's capabilities, provides an indication of non-academic strengths and weaknesses, and highlights the necessity for special needs attention, including provision for More Able children.

Individual, group and class target setting provides a clear progressive basis for assessment, record keeping and reporting.

Assessment is:

- An integral part of classroom activities.
- Based on a range of evidence, including observation, listening, asking questions, setting tasks, and examining pupil work.
- A continuous process throughout the School.
- Designed to ensure that children are progressing.
- Effective in enabling appropriate differentiation.

Assessment Procedures

Teachers' learning objectives and lesson 'What We Are Looking for' (WALTs) are taken from:

- Early Learning Goals.
- Primary Framework for Literacy and Numeracy.
- Wiltshire Religious Education (RE) Scheme of Work.
- Qualification and Curriculum Authority (QCA) units of work for appropriate age groups in the foundation subjects.

Pupil tasks are directly linked to the learning objectives.

Success criteria may be used to help focus marking, particularly through the use of quality marking.

Foundation Stage

- Children in the Foundation Stage are assessed as an ongoing process against the Foundation Stage Profile learning objectives.
- Each child has a Learning Journey in which all evidence of learning development is recorded.
- Their foundation stage scores are added 3 times a year into the School Information Management System (SIMS).
- End of year results are reported to Wiltshire Council.

Key Stage One and Two (KS1 and KS2)

Children in KS1 and KS2 are assessed against National Curriculum and Primary Strategy Learning objectives. Appendix A gives a timetable of all assessment procedures throughout the year.

- Each class has an assessment folder that includes the following assessment sheets for each child: writing, reading, maths, science, ICT, RE and foundation subjects.
- Learning objectives in all curriculum areas are highlighted as they are achieved.
- Each year group is allocated a colour (see Appendix A) which is used to highlight objectives reached in that particular year
- Each class assessment folder is passed up to the new class teacher.
- Individual pupil record folders are also passed on to the new class teacher, with non-statutory test papers filed inside.
- From Year One onwards each child has a Record of Achievement in which set pieces of work are added in the autumn and summer term.
- Progress in spelling is assessed through the use of a published scheme.
- Non-statutory SATs are undertaken during Term 5 from Y3 onwards. (see below).
- All results for reading, writing and maths are entered into the electronic database for trend analysis and pupil tracking.

Target setting, booster groups and class ability groupings are all based on evidence from these assessments, in combination with teacher professional judgements.

Statutory SATs

These are carried out in years 2 and 6 according to DFE guidelines

Non - statutory SATs.

These are taken by children throughout Key Stage 2 during the summer term. The results are collated and used to inform groupings, future planning, areas for school development. Results are also used to track individual progress through the school. Results may be shared informally with parents if requested.

The annual report to parents includes comments on progress, attitudes, targets *and may include a comment on homework.*

It also includes:

- General comments on each of the six areas for the Foundation Stage.
- Effort and attainment grades for Y1-Y6.
- Results of KS1 and KS2 statutory SATs for Y2 and Y6.
- Results of Phonic Screening.

Staff Responsibilities

Class teachers

It is the responsibility of the class teacher to ensure that procedures for the assessment of each child in his or her class are carried out as described above, and that records and reports are completed as specified in this policy.

Subject Leaders

It is the responsibility of each subject leader to monitor and evaluate progress in their area and report results to the senior leadership team.

Headteacher / SLT

The Headteacher along with the Senior Leadership Team is responsible for:

- Keeping an overview of this policy and ensuring its implementation.

- Arranging for statutory assessment procedures to be carried out at the end of each Key Stage.
- Analysing results of assessments and implementing actions to address issues or build on success.
- Ensuring the results of these assessments are reported to Governors and Parents.
- Providing the opportunity for teachers to discuss their judgements of pupils' work.
- To ensure updated records are passed on to a receiving school when a child leaves, as required by law.

Role of the Assessment Coordinator

It is the responsibility of the Assessment coordinator to:

- Ensure continuity of assessment processes and procedures within the school and at transfer.
- Provide an assessment induction programme for new members of staff.
- Keep up to date with developments by attending relevant meetings and courses.
- Liaise with appropriate agencies as required.
- Provide INSET for staff as necessary.
- Ensure database of pupil records is up to date.
- Pass on assessment details to class teachers at the beginning of each academic year to assist planning, grouping and differentiation.

Review Date:

Document review frequency: every two years

Responsibility: Staff Senior Leadership Team

Appendix A Brinkworth Earl Danby's Yearly Assessment Schedule – KS1 and KS2

Autumn 1	Spelling Age Test (SWST Spelling Test) Yr 1 - 6 Reading Age Test (NFER Reading test) Yr 2 – 6 Abacus Maths Assessment Parents Evening
Autumn 2	Abacus Maths Assessments Literacy APP to be updated through sample of cc writing Update all foundation subject assessment sheets
Spring 1	Abacus Maths Assessment
Spring 2	Abacus Maths Assessments Literacy APP to be updated through sample of cc writing Update all foundation subject assessment sheets Parents Evening
Summer 1	SATs Optional SATS Abacus Maths Assessments – Optional Yr 2 – 6
Summer 2	Record of Achievement Abacus Maths Assessments Phonic Screening Test for Year 1s Literacy APP to be updated through sample of cc writing Update all foundation subject assessment sheets Spelling Age Test (SWST Spelling Test) Yr 1 Reading age test (NFER Reading test) Optional Year 2 End of Year Reports

Letters and sounds - phased assessments throughout year

Records of Achievement

June	Recount (independent) marked not levelled Handwriting of a poem (copied) Maths investigation/problem Self Portrait in pencil
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Highlighting Colour

Orange - Year 1
Blue - Year 2
Green - Year 3
Yellow - Year 4
Orange - Year 5
Pink - Year 6

Document Issue Control:

DOCUMENT TITLE:		Brinkworth Earl Danby's C of E Primary School	Assessment, Record-Keeping & Reporting Policy	
Revision	Date	Changes	Purpose of Issue	Originator
Issue 1	2006	First Issue	FGB Approval	HT
Issue 2	2008	Updated	FGB Approval	HT
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