

**Bushfield Road
Infant School**

**Assessment &
Monitoring Policy**

SPRING 2017

BUSHFIELD ROAD INFANT SCHOOL
ASSESSMENT/RECORDING, MONITORING,
AND REPORTING POLICY.

"Assessment for learning is the process of seeking and interpreting evidence for use by learners and their teachers to decide where learners are in their learning, where they need to go next and how to best get there." (Assessment Reform Group)

At Bushfield Infants, effective assessment provides opportunities for every child to be the best they can. Agree procedures provide information to improve teaching and learning and to raise standards of achievement in all areas of the curriculum. We give our children regular feedback on their learning so that they know what they are doing well and understand what they need to do to improve. Lesson plans are based on a detailed knowledge of each pupil including their strengths and weaknesses. We feedback to parents regularly through informal discussion, parents evenings, SEN and additional support and an end of year final report. This enables and encourages teachers, children and parents to all work together to raise standards for all our children.

Assessment systems in school encourage all pupils to be active partners, taking responsibility for their own learning, and with support, they are encouraged to reflect upon their work and identify targets for improvement. Children are taught to listen to oral feedback and to read written feedback and consequently to work on identified targets.

This policy should be read in conjunction with the school's Teaching & Learning Policy, Homework Policy, Single Equality Policy and SEND policy.

The Governing Body ensures that the school's statutory assessment results, national averages and national comparative data is provided for similar schools and that this data is reported annually to parents/carers.

AIMS & OBJECTIVES

The aims and objectives of assessment in our school are:

- to enable our children to demonstrate what they know, understand and can do in their work;
- to help our children understand what they need to do next to improve their work;
- to encourage children to assess their own work and recognise ways to improve.
- to allow teachers to plan work that accurately reflects the needs of each child;
- to provide regular information for parents that enables them to support their child's learning;
- to provide the head teacher and governors with information that allows them to make judgements about the effectiveness of the school.
- To track individual progress of pupils within cohorts and within different groups.
- To narrow and close gaps in learning.

PLANNING FOR ASSESSMENT

Teachers use assessment as part of everyday teaching to identify pupil's needs, to set realistic and challenging targets for improvement and to inform future teaching and learning.

We use long and medium term plans to guide teaching and we set out the aims, objectives and values of our school and give details of what is to be taught to each year group. We also identify opportunities for assessment within each broad unit of work.

In 2014, a new National Curriculum was introduced by the government and in 2016, new Statutory Tests were administered. The new Assessment framework assesses against set criteria related to the National Curriculum and refers to meeting Age Related expectations and Working at a greater depth of understanding. The school has adopted its own assessment processes to fulfil this duty.

Lessons are planned with clear learning objectives. We base these upon the teacher's detailed knowledge of each child and ensure that all tasks set are appropriate to each child's level of ability. Lesson plans make clear, the expected outcomes for each lesson.

Outcome columns and planned assessments identify children who do not achieve at the expected level for the lesson, and this information is used to inform future plans and as a record of the progress made by the class.

Specific learning objectives are shared with pupils throughout each lesson, as is the criteria against which the work will be judged. This is shared with pupils through the use of 'Walt' and 'Wilf.'

(What am I learning today? What am I looking for?)

Well phrased open ended questions are also used to analyse what pupils know, understand and can do. Children are taught to look back at their work, to read any feedback in marking and to think about what they are doing well and what they need to get better at. Self and peer assessment forms part of all assessment processes within school.

TARGET SETTING

Target setting involves dialogue between staff, pupils and parents, relating to objectives, the pupils style of learning, their strengths and weaknesses and ways to make improvements.

Consistent marking and feedback ensure that staff and pupils are active partners in learning and this enables them to identify appropriate, yet challenging targets for the future. Analysis of termly test results and attainment in the reading and spelling of keywords also contributes to target setting. Children's self-assessment plays a valuable part in target setting and pupils become active partners in their own learning. By completing a target face at the end of each piece of work, the pupils are able to assess their own understanding of the objective. A downturned face for example, demonstrates that the pupil knows he/she has not been successful in achieving the objective for the lesson and this is used by the teacher to provide the relevant support and to inform the next steps. A straight mouth shows the child's awareness that they have needed help during the lesson and have now begun to understand the task and a smiley face clearly shows that the child knows and understands what he/she is doing and that they have reached the objective set. The pupils take responsibility for self-assessment willingly and successfully and they are generally very accurate.

Pupil self-assessment also takes place in the form of individual and group learning mats for speaking and listening and questioning. These are based on key skills which will promote effective learning now and for the future. Children are encouraged to use them as prompts to learning, but also to evaluate and assess their success in using key skills.

RECORDING AND USING ASSESSMENT

All staff demonstrate professional in-sight into the effects of their teaching and assessment approaches and are pro-active in working with other people, including parents and outside agencies to secure pupil progress and deepen pupil understanding. We recognise various methods of assessing a child's learning and the type of assessment that we make varies from subject to subject. We believe that it is unnecessary to keep a formal record of all these assessments; we record only information that affects future learning.

Recording of assessment information should be manageable and useful as well as being sufficient for legal reporting arrangements and accountability purposes.

Assessment frameworks are inserted in the front of each child's Maths, Writing and SPaG books so that when objectives have been met, the class teacher can highlight the corresponding statements. Reading Assessment Frameworks are also kept with reading records together with termly key words and phonics testing. A piece of unaided writing is completed each half term and each piece of writing is assessed using a writing assessment framework.

Pupil Progress Meetings are held with the head teacher each term to review the progress of the whole class, vulnerable groups and any individuals who are causing concern. Tracking grids for Maths, Reading, Writing, SPaG and Phonics are used to track individual pupil progress.

Results inform teaching for the next term: underachieving children are discussed and effectiveness of any interventions reviewed; where appropriate, additional plans are put in place, e.g. a different intervention, referral to SENCO or Speech and Language TA. The effectiveness of Pupil Premium spending and intervention is reviewed and amended where appropriate, as is the effectiveness of interventions for children on the SEN register.

As a school, children's work, marking and assessment is moderated within year groups, within key stages and across the school. Where available, the school takes part in local authority moderation and works with other local schools to moderate in more depth.

Information is shared and discussed with the Senior Leadership Team and governors. At staff meetings, staff discuss the effectiveness of assessment procedures and any key issues in the monitoring and moderating of children's progress.

Ensuring teachers are able to conduct assessment competently and confidently

Assessment is discussed regularly at staff meetings, termly tracking meetings, performance management reviews, Governors meetings and Senior Leadership meetings. Our new assessment system is constantly under review and discussed at Key Stage and Pupil Progress meetings. Teachers work together to moderate work, with more senior staff guiding new and less experienced teachers. Staff attend local authority training and cross moderate with other schools where possible.

To support staff in making accurate, well informed assessments, we use the following systems:

Day to day assessment strategies, including observation and feedback.

Pupil tracking for Reading, Writing, SPAG (Spelling, Punctuation and Grammar), Maths and Phonics

Monitoring files for tracking the progress of each cohort of pupils.

Pupil trackers.

Predictions.

Analysis of termly testing.

Pupil progress meetings with SMT

PUMA Maths test.

Salford reading test.

Spar spelling test.

Key word analysis ~ Reading and spelling

Foundation stage profiles.

Pupil self-assessments. (Faces)

Learning mats.

Termly evaluations completed by pupils.

Records of achievement.

Outcome columns in short term planning.

Individual pupil profiles.

Records ~ Reading, writing, Spelling, Punctuation and Grammar (SPAG) Maths, English, IT, Science, phonics, speaking Termly foundation records

REPORTING TO PARENTS

We have a range of strategies that keep parents fully informed of their child's progress in school and we actively encourage parents to contact the school if they have concerns about any aspect of their child's work.

Reporting to parents takes place:

Informally at all times.

During the Spring and Summer terms at parents meetings. (Pupils accompany parents to promote partners in learning.)

Open afternoons.

Relevant meetings

Termly curriculum overviews.

SEN reviews/Annual reviews for children with an EHCP

Multi-agency meetings

Additional support reviews

End of year report

End of KS1 Assessments

Phonic Screening Assessments

During the summer term we give all parents a written report to demonstrate their child's progress and achievements during the year. In this report we also identify target areas for the next school year. We write individual comments on all subjects of the National Curriculum and on religious education. We also include a space for parental feedback.

In the end of year reports for pupils in Year 2 we provide the end of Key Stage One teacher assessment and comparative data.

We offer parents of foundation stage pupils the opportunity to discuss the results of the Baseline Assessment, Foundation Stage Profile and data with their child's teacher.

MONITORING & REVIEW

The Senior Management Team is responsible for monitoring the implementation of this policy. Lesson observations, monitoring of weekly planning and scrutiny of work samples contribute to ensuring the policy is being implemented consistently in the classroom. This results in continuity and progression in teaching and learning for all our pupils, regardless of need or group. The governing body are kept up to date with all matters related to Assessment and monitoring through termly curriculum meetings led by the head teacher.

ROLES & RESPONSIBILITIES

Assessment Leader: K Turnbull

- Update the policy in the light of DFE advice and requirements
- Lead the development of assessment policy
- Organise staff training ensuring development of practice
- Develop and help to monitor school assessment policy and practice
- Keep up to date with current assessment thinking and practice
- Ensure that assessment priorities are addressed in the School Development plan
- Liaise with subject leaders and class teachers
- Organise access arrangements for National Assessments
- Assist Headteacher with setting challenging whole school targets

Subject Co-ordinators

- Lead whole staff moderation meetings in their subjects;
- Monitor consistency of standards across the school, through work scrutiny
- Be the contact person for their subject for the LA
- Analyse KS1 SATs results and tracking information in their subjects
- Advise staff of outcomes of assessment

Class Teachers

- Make on-going assessments to inform their daily and weekly planning
- Moderate children's work regularly within and across year groups (at least half-termly)
- Make formal, moderated assessments termly
- Keep a record of children's achievements in line with this policy and pass information to the next teacher
- Report to parents

Assessment Policy

- In the case of Y2, administer SATs and Y1, administer Phonic Screening
- Use Assessment for Learning strategies in their lessons
- Give children guidance and feedback on their work so they know how to make progress

Senior Leadership Team

- Monitor assessment practices, including marking and strategies used in lessons
- Analyse data
- Carry out termly Progress Meetings and tracking with each class teacher

SENCO

- Co-ordinates the identification and assessment of children with SEN
- Monitors effectiveness and impact of interventions
- Liaises with LA and stays up to date with available intervention schemes
- Co-ordinates SEN ILP reviews and Annual Reviews for children with Statements of SEN or EHCPs.

SCHOOL SELF EVALUATION

Successful teaching and learning, effective assessment procedures and the improvement of pupil attainment are central to the continued improvement of the school. School self-evaluation is an ongoing process and we are constantly reviewing the success of our practices to ensure high quality learning and teaching. This policy will be reviewed annually or earlier if new legislation demands.

MODERATION OF POLICY

The Headteacher is responsible for monitoring the implementation of this policy. The SLT and Governors use discussions with staff, progress meetings, lesson observations and work scrutiny to monitor the implementation of this policy.

- *Written: November 2016*

To be reviewed: November 2018