



Glen Hills Primary School Assessment Recording and Reporting Policy

RATIONALE

At Glen Hills School assessment is central to teaching and learning, only when we know where children are can we plan how to move on. Objectives need to be set against a known background from which progress can be monitored and checked. Assessment must be built into any planning to provide feedback to children and teachers. Assessment analysis shows what has worked well and what needs to be improved.

AIMS OF ASSESSMENT

Using the principles and processes of assessment we aim:

- To find out if our teaching is effective.
- To comply with statutory requirements.
- To support learning, enabling children to reflect on their achievements and set new learning targets, ensuring appropriate differentiation.
- To discover what stage each child has reached and what s/he knows, understands and can apply.
- To inform parents and the wider school community of pupil achievements.
- To guide future planning, teaching and curriculum development.
- To provide information to ensure continuity when the pupil changes teachers or school.
- To provide information which determines the allocation of human resources throughout the school.
- To be purposeful and advance learning.

WHAT AND HOW DO WE ASSESS

1) Assessment Procedures and Processes

a) Statutory and Key Stage Assessments

All pupils have statutory assessments at the following times;

- End of Foundation Stage
- Phonics Screening (end of year 1)
- SATs (end of year 2 and end of year 6)

b) Standardised tests

From year 1 to year 5, all pupils have termly standardised tests in maths and reading. Year 6 use past SATs papers for standardised results

c) Symphony On Track

All pupils from year 1- year 6 are assessed termly through teacher assessment in reading, writing and maths using our Symphony On-Track assessment system (details of which can be found on the school website)

d) Non-Core assessments

All pupils from year 1- year 6 are assessed twice a year in each non-core subject.

2) How We Use Assessment To Inform Planning.

a) Short Term

Teachers use individual planning sheets on a weekly basis, reflecting on how the learning objectives for all pupils have been met, and these are primarily used for literacy and numeracy plans. Significant outcomes are recorded and action taken in the following weeks plan.

b) Medium Term

Year groups meet on a regular basis to evaluate schemes of work in light of the Long Term Plan. Activities are changed, maintained and schemes of work modified accordingly. Pupil work is standardised in year groups and whole staff meetings to ensure there is a consistent interpretation of assessment. Cohort assessment folders are updated regularly.

c) Long Term Plan

Summative assessments (e.g. Standardised Tests) are monitored in order to inform ongoing staff discussion regarding curriculum plans.

3) Records

Recording /Evidence

Records are kept in many ways. These include:

- Teachers' plans
- Children's work
- Teachers' notes e.g. of significant outcomes
- Teachers' markbooks
- Assessment results
- Detailed recording sheets outlining objectives
- Individual pupil portfolios (RoA – Record of Achievement)

4) Standardisation/Moderation

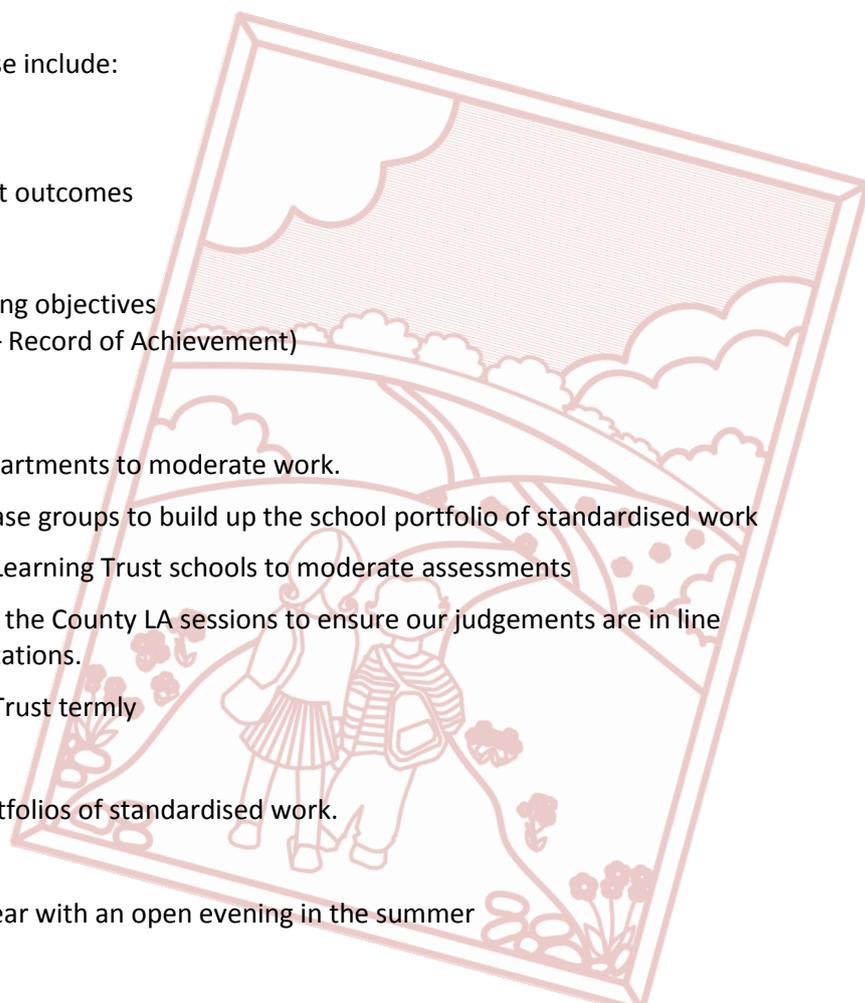
- a) We meet in year groups and departments to moderate work.
- b) We meet as a school in cross phase groups to build up the school portfolio of standardised work
- c) We meet with other Symphony Learning Trust schools to moderate assessments
- d) We have sent representatives to the County LA sessions to ensure our judgements are in line with County and National expectations.
- e) Standardised testing across the Trust termly

Portfolios

The school is building up subject portfolios of standardised work.

5) Reporting

Parents' evenings are held twice a year with an open evening in the summer



- In the autumn term to discuss the child profile, how the child is settling in and targets for the year. A brochure with the work to be tackled during the year is given to the parents.
- In February, pupil progress and targets for the remainder of the year are discussed with the parents, this is a working document and copies are not normally given.
- In June a written report is given to each parent with the option of individual interviews offered.

6) Marking

All children's work is marked in accordance with the school marking policy.

MONITORING AND EVALUATING

The quality and effectiveness of teaching, learning and assessment will be monitored to identify trends in overall attainment. The Headteacher, governors and staff will evaluate how well the procedures and policy adopted by the school are being met. For further information see the Monitoring and Evaluation Policy.



Document	<i>Assessment Recording and Reporting Policy</i>
Reviewing Committee	<i>Curriculum</i>