



Assessment and Monitoring Policy

Date of policy:	January 2017
Date last review adopted by governing body:	27/03/18
Frequency of review:	Continuous

1. Rationale

At Writtle Infant School we believe the main purpose of assessment is to enable each children to develop their full potential by knowing where they are in their learning and knowing what they have to do in order to continue to make good progress. The school also needs to be able to judge the standards that children are achieving compared to similar schools locally and nationally and whether we are in line to meet targets. Assessment is a fundamental part of learning and teaching and therefore all children are entitled to assessment which is used effectively in managing and supporting their learning in all subjects throughout the key stage. It needs to be continually reviewed and manageable and work hand in hand with our marking policy.

2. Aims

The aim of this policy is to ensure a consistent approach to:

- How children learning achievements, skills, knowledge, experience and understanding are measured against agreed criteria and without levels;
- The involvement of children in assessment processes to maximise motivation and progress;
- Provision of an accurate representation of children achievement for effective use in setting children targets, evaluating and planning lessons and to inform whole school analysis of children progress;
- Provision of accurate and regular information for staff, children, parents and governors;
- Celebrating success and avoiding underachievement.

3. Our school values

Following input from all stakeholders, the school has decided on these five core values which underpin everything we do as a school.

- Honesty
- Independence
- Politeness
- Inclusivity
- Perseverance

A very special place where learning has no limits.

4. Types of assessment

SUMMATIVE is Assessment OF Learning. It is used mainly to measure performance and clearly identifies a standard of pupil attainment. It is carried out at the end of a period of learning. e.g. SATs tests in core subjects, or end of unit / topic assessments. The Assessment Calendar states when staff update current performance. Data is entered using national curriculum statements and this data is used to inform children and parents of progress and is used for a whole school analysis of progress and attainment including that of different groups.

FORMATIVE is Assessment FOR Learning. It is ongoing and provides evidence of and for progression in learning. At Writtle Infant School we believe AFL is an essential and necessary part of every lesson and teachers must take into account the starting points of children when planning their lessons.

SELF ASSESSMENT encourages pupils to take responsibility for their own learning by:

- Evaluating their own achievement against a learning objective
- Identifying their own strengths and areas for improvement
- Fostering a self-reflective learning culture
- Encouraging independence in learning e.g. reflective time

5. Responsibilities

Senior Leadership Team

- Ensure key data is available to all staff
- Inform governors of standards and achievement
- Monitor assessment through classroom observation, data analysis and work scrutiny
- Ensure that teachers regularly mark work, set and provide appropriate feedback on successes and next steps in selected pieces of work

Subject Leaders

- Develop policy, which translates the whole school assessment policy into detailed requirements of the subject.
- Monitor that each teacher has access to and makes effective use of key data to differentiate and provide appropriate feedback to children and parents.
- Produce regular feedback to the SLT on their subject linked to data analysis where appropriate.

Teaching Staff

- Adhere to school policy on assessment
- Provide a range of assessment opportunities in lessons
- Ensure that assessment informs the learning of pupils
- Ensure that all reports and records are produced to the required standard at the appropriate time and made available to the relevant people
- Ensure that children understand what is being assessed and know how to improve
- Produce next step targets and target levels for all children to motivate children
- Use available data on children to inform planning and personalising learning.

Opportunities are provided in staff meetings for teachers to analyse their own data and refine their understanding of starting points and key groups.

Pupils

- Carry out self-assessment / reflection regularly, graduated according to age
- Use peer assessment and marking when required to inform learning

6. Assessment in Years 1 and 2

All children will be assessed every half term. All children will have their yearly assessments by the summer half term with a final assessment at the end of the term.

Each class teacher will have a link member of SLT to review the progress of the focus children in between Pupil Progress meetings. Currently they will be Tracey Wilson, Sharks class, Rhian Fisk Squirrels class and Hayley Espinosa-Davis Parrots class. Helen Castell will review the classes of the SLT members during SLT meetings and pupil progress meetings.

If children are not working within at the end of their year group, they will not automatically start at the next band. Children who did not achieve GLD may continue to be tracked at EYFS banding until they are ready to work at Year One Bandings.

Children in Year One may continue to be tracked at EYFS bandings and children with SEND may be assessed on P scales, including social and emotional measures. Children must not be put in the year ahead of them for assessment.

Progress will be tracked in terms of percentage of children moving from each point from half-term to half-term and recorded on a grid which uses different colours to show status, red working below expected for the term concerned, orange working at expected for the term concerned, and green working above expected for the term concerned. At the end of the Autumn term children working below working towards are target pupils, WT and below target pupils at the end of the Spring term and working within and below target pupils at the end of the summer term. We also place the children's prior levels on the grid as progress needs to be tracked from their starting points – for example some children who did not achieve GLD may have made good progress even if they have not reached expected. In their case, expected progress is one step and above.

EXPECTATIONS

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
S+	S+	S+	S+	S+	S+
S	S	S	S	S	S
WW+	WW+	WW+	WW+	WW+	WW+
WW	WW	WW	WW	WW	WW
WT+	WT+	WT+	WT+	WT+	WT+
WT	WT	WT	WT	WT	WT
B	B	B	B	B	B

N.B. In summer the data drop is June for reportable data. Teachers will do a data drop at the end of term for any changes.

KEY

GREEN	Above expected level
ORANGE	Expected level
RED	Below expected level
B	Below expected level
WT	Working towards year group expectations
WT+	Working towards plus
WW	Working within year group expectations
WW+	Working within plus
S	Secure in year group expectations
S+	Secure plus (above year group expectations)

Evidence will be gained from work samples, record sheets and formal assessments. There will be staff meetings for assessment as needed and time for moderation for maths, science and English, both within school and with other schools.

Evidence will be gained from work samples, record sheets and formal assessments and a pro forma will be placed in front of the children's books to record when a statement has been achieved. Book looks will partly focus on the statements ticked matching evidence in the books.

Capture sheets will be used to record understanding in appropriate lessons and children that have not understood a concept or need extra help will be given time to follow up later in the day or earliest possible convenience.

7. Assessment at end of Foundation Stage

The 'EYFS Profile' summarises and describes children's attainment at the end of the EYFS. Assessments are based primarily on observation of children's daily activities and events at school and will also take account of a range of perspectives including those of the child, parents, carers and other adults who have significant interactions with the child. Children's development and progress will be captured in Tapestry, our online learning journal that will tell the 'story' of their time in Foundation Stage. Children are baseline assessed on entry. Assessments are made then in January and in June. Evidence is also collected in special work and progress books, the children's learning journal and wow moments are recorded.

A completed EYFS Profile consists of 20 items of information: the attainment of each child assessed in relation to the 17 Early Learning Goals (ELGs), together with a short narrative describing the child's characteristics of learning. For each ELG the staff will judge whether the children are meeting the level of development expected at the end of the Foundation Stage (expected), exceeding this level (exceeding), or not yet reaching this level (emerging). This information will be shared with the Year 1 teachers and will also be used to form an end of year report for parents.

8. Children with SEND

Children with SEND will have their own outcomes, as part of their One Plan/EHCP. These children will be assessed against the same criteria as other children and where appropriate the P scales will be used. It is essential that the qualitative data from observations is used when assessing the progress of children with SEND and that individual achievements are recognised and celebrated.

9. Open evenings

Each term, appointment evenings are arranged to give parents the opportunity to meet with their child's class teacher and to discuss their child's progress. Parents of children receiving extra support in school may also have the opportunity to meet with the learning support co-ordinator and/or the Headteacher. Naturally, if parents wish to meet with any of the staff on any other occasion then they are most welcome to make an appointment

10. Reports

We give parents reports in line with our Parents' Evenings in the autumn and spring terms. The autumn term is about their settling into school and reporting on their attainment begins in the spring term report. At the end of each academic year every parent also receives a more detailed annual report. The report will include comments on the progress made in all curriculum areas; suggestions on how to promote further success; and the number of unauthorised and authorised absences recorded in the year. The children also write a report about themselves. On the reply slip attached to the report, parents are invited

to comment on the report they have received and to advise us of any achievements their child has made in any other activities. Parents are asked to make an appointment if they want to discuss any aspects of the report.

11. Year 1 and 2 phonic screening checks

The phonics screening check is an assessment completed in the summer term to confirm whether individual children have learnt phonic decoding to an appropriate standard. The test screens whether children can recognise the sounds individual letters / combinations of letters make in words and can blend them together to read new words they see or hear. The check is for all year 1 pupils and children in year 2 who previously did not meet the standard of the check in year 1. Results of this check are shared with parents at the end of an academic year.

12. Key Stage 1 assessment

In the summer term of your child's final year at our school (Year 2), the children are assessed by their class teacher reading, writing, mathematics and science. Standard Assessment Tasks (SAT's) and tests are used to inform these teacher assessments but teachers use a broad range of evidence. In this case, all statements must be reached to be secure. However assessment against the KS1 framework should be a secure fit model. Within reading, writing and maths there are three strands: working towards, at and greater depth within the expected standard. Science is just working at expected. Prior to the assessments taking place, parents are invited into school to discuss the procedures with the Year 2 teachers and Year Two assessment results are included in the children's annual reports

13. Non-core subjects

Non-core subjects are assessed using the agreed pro-forma. These sheets will be done at the end of a half term.

Equality Statement

"The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping."

14. Assessment/Monitoring timetable

Ongoing:

Fortnightly book looks with children – Headteacher

Monthly book looks in SLT

Drop Ins

Data analysis once a half term

SLT member linked to a class to champion children working below

Data looks include Pupil Premium and key interventions as well as groups

Guided Reading Records will be ongoing.

Date	Activity	Who and when
September	Baseline begins	EYFS staff – by October
	PMR	SLT – by half term
	SIP day looking at assessment	
	Observations	
October	Essex report published (update SEF)	
	Assessments	All staff – by half term
	Reports for parents	
	Parents Evening	
	Asp on secure area – update SEF	Headteacher
	Target setting	Headteacher & GB
	Moderation within cluster and cross schools	Teachers
November	LSA/other staff mid-term PMR	SLT – by end Nov
	Non-core subjects	All staff – by half term
	Pupil progress meetings	Headteacher/SENCO
	Moderation in writing, science & maths	Teachers
December	Reporting to governors	Headteacher
	Assessments – Years 1 & 2	Class teachers – by end term
	Moderation within cluster and cross schools	Teachers
January	Non-core subject assessment	Teachers – by end term
	Moderation in writing, science, reading & maths	Staff meetings
	EYFS assessment/Close the gap analysis	EYFS staff – by Feb
	Pupil Progress meetings	SLT & teachers
February	Observations	SLT – by half term
	Assessments	By start of 2 nd half term
	Moderation within cluster and cross schools	As booked
	Non-core subjects	By start of 2 nd half term
March	PMR midterm meetings for teachers	By 28 th Feb
	Parents Evening	As booked
	Reports for parents evening	
	Phonics screening ARA	
	Reporting to governors	
	Pupil progress meetings	By 31 st March
April	Non-core subjects assessment	By 31 st March
	LSA/office PMR	SLT/SENCO By end April
May	KS1 tests to be administered	By end May
	Moderation within cluster and cross schools	Year 2/3 teachers
	Non-core subjects in preparation for reports	By end May
June	Phonics screening	Year One teachers
	Data to local authority/NCA tools	Relevant teachers
	ELG profile to be completed	EYFS team
	Year One/EYFS moderation	End June – teams
	Observations	SLT/LSAs
	Year One half termly assessment – all pupils	Year One teachers
July	Test analysis	HT/SLT
	Reporting to governors	Date to be set
	Moderation within cluster and cross schools	By end of term
	Report and meetings with parents (if required)	By end of term
	PMR/Pupil Progress final meetings	SLT – by 15 th July
	Final end of year assessments	By 15 th July
July	Non-core subjects finalised for term and to co-ordinators	HT/SLT
	Cross-over with new class teachers	All teachers by end of term

15. Role of governors

Governors determine, support, monitor and review the school policies. They support the use of appropriate teaching strategies by allocating resources effectively. They ensure that the building and equipment are safe. They monitor pupil attainment across the school and ensure that staff development and performance management promote good quality teaching.

16. Equality statement

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