



## Assessment and Monitoring Policy

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<b>Date of policy:</b>	January 2017
<b>Date last review adopted by governing body:</b>	26 February 2019
<b>Frequency of review:</b>	As required

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### 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. We need to use the full picture with assessment and look at the achievements of the child across the curriculum.

### 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;
- 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. 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 half termly 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, purple polishing

## **4. 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

## **5. 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. Pupil Progress meetings discuss trends and also children who are causing concern, not just those working below but may include children who are high achievers but not on track for greater depth.

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 Years One and Two may continue to be tracked at EYFS bandings. 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. 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. Expected progress is one step and above from half term to half term.

## EXPECTATIONS

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
G+	G+	G+	G+	G+	G+
G	G	G	G	G	G
E+	E+	E+	E+	E+	E+
E	E	E	E	E	E
T+	T+	T+	T+	T+	T+
T	T	T	T	T	T
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.

If a child is on B then the class teacher will put in the child’s attainment using the year/years before, e.g. 46-60s etc

## KEY – Core subjects

<b>GREEN</b>	Above expected level
<b>ORANGE</b>	Expected level
<b>RED</b>	Below expected level
<b>B</b>	Below expected level (1)
<b>T</b>	Working towards year group expectations (2)
<b>T+</b>	Working towards plus (3)
<b>E</b>	Working within year group expectations(4)
<b>E+</b>	Working within plus(5)
<b>G</b>	Secure in year group expectations(6)
<b>G+</b>	Secure plus (above year group expectations) (7)

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. 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.

## **6. 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.

## **7. Children with SEND**

Children with SEND will have their own outcomes, as part of their PCP/EHCP. 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.

## **8. Open evenings**

Twice a year, 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 meet with the SENCO at set times during the year to review their PCP. Naturally, if parents wish to meet with any of the staff on any other occasion then they are most welcome to make an appointment.

## **9. 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.

## 10. 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.

## 11. 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 (SATs) 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

## 12. Non-core subjects

Non-core subjects are assessed using the agreed pro-forma. Teachers use skills headings using curriculum maps for guidance. The terminology used is T, (towards – 1 on Excel sheet), E, (expected – 2 on Excel sheet), G (Greater depth – 3 on Excel sheet).

## 13. Assessment/Monitoring timetable

Ongoing:

- Weekly book looks/Pupil Perceptions with children – Headteacher
- Monthly book looks in SLT
- Drop Ins Headteacher and members of SLT
- Data analysis once a half term
- Updating SEF
- Guided Reading Records will be ongoing.

Date	Activity	Who and when
<b>September</b>	Baseline begins	EYFS staff – by October
	PMR	SLT – by half term
	SIP day	
	Observations	
	Essex report published	

<b>October</b>	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 LSA/other staff mid-term PMR	Teachers SLT – by end Nov
<b>November</b>	Pupil progress meetings	Headteacher/SENCO
	Moderation in writing, science & maths	Teachers
	Reporting to governors	Headteacher
<b>December</b>	Assessments – Years 1 & 2	Class teachers – by end term
	Moderation within cluster and cross schools	Teachers
	Non-core subject assessment	Teachers – by end term
<b>January</b>	Moderation in writing, science, reading & maths	Staff meetings
	EYFS assessment/Close the gap analysis	EYFS staff – by Feb
	Pupil Progress meetings	SLT & teachers
	Observations	SLT – by half term
<b>February</b>	Assessments	By start of 2 <sup>nd</sup> half term
	Moderation within cluster and cross schools	As booked
	PMR midterm meetings for teachers	By 28 <sup>th</sup> Feb
<b>March</b>	Parents Evening	As booked
	Reports for parents evening	As booked
	Phonics screening ARA	As booked
	Reporting to governors	As booked
	Pupil progress meetings	By 31 <sup>st</sup> March
	Non-core subjects assessment	By 31 <sup>st</sup> March
<b>April</b>	LSA/office PMR	SLT/SENCO By end April
<b>May</b>	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
<b>June</b>	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
Test analysis	HT/SLT	
<b>July</b>	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 <sup>th</sup> July
	Final end of year assessments	By 15 <sup>th</sup> July
	Non-core subjects finalised for term and to co-ordinators Cross-over with new class teachers	HT/SLT All teachers by end of term

## 14. 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.

## **15. 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.