

TRIANGLE C OF E PRIMARY SCHOOL

ASSESSMENT, RECORDING AND REPORTING POLICY

MISSION STATEMENT

LEARNING - EXCELLENCE - RESPECT

Triangle School provides your child with a challenging and stimulating education in which enthusiasm and achievement are strongly encouraged in keeping with its Christian foundation.

We nurture attitudes of respect and care in surroundings where every child can be happy, become confident and grow in independence.

INTRODUCTION

1. Assessment is the process of recognising what children have learnt and achieved, whether through formal curriculum or elsewhere.
2. Recording is the means by which this achievement is documented and reporting is the means by which this information is passed to audiences such as teachers, parents and the pupils themselves.
3. Assessment is a continuous process, integral to teaching and learning and to curriculum and organisational development. It helps the school to plan and deliver effective learning for pupils and it should involve all staff and children in the process.

ASSESSMENT & THE NATIONAL CURRICULUM

All teachers have the responsibility of assessing children's progress within the National Curriculum. National Curriculum assessment and recording is integrated within a wider assessment and recording strategy which recognises and celebrates a broad range of achievement.

EQUALITY OF OPPORTUNITY

All pupils will have equal access to the curriculum and will have their progress assessed, recorded and reported. Staff may make reasonable adjustments to these arrangements with regards to any child.

THE PURPOSE OF ASSESSMENT

Assessment serves a variety of purposes, all designed to enhance the quality of children's education.

Assessment can be:

- Formative – so that the pupil may be recognised and discussed and appropriate next steps planned.
- Diagnostic – that learning difficulties may be scrutinised and classified in order to provide appropriate remedial help and guidance.
- Summative – so that the overall achievement of a pupil can be recorded in a systematic way and reported to various interested parties.
- Evaluative – so that aspects of work presented to children can be assessed.

An over-riding consideration is that assessment should contribute to effective classroom teaching.

MONITORING & ASSESSMENT

When activities are planned, the learning objectives should be stated, together with the way they are to be achieved. The achievement of learning objectives has two purposes:

- i. Helps direct the next stage of learning.
- ii. Provides information for a summative account of where children are, at the time.

Assessment will be recorded in the following ways:

1. **Maths and English**

All children will be assessed half-termly on an individual basis. Assessed work will be given a national curriculum level and the information recorded and kept by the class teacher. In addition, children will have their reading age tested and recorded twice each year until they reach the level where the test is no longer required.

Children in Year 6 and Year 2 will undertake the SAT's during May, whilst other junior year groups will be given 'Optional' SATs.

This information will form the basis of standards of achievement and will be used in the target setting process.

2. **Other Subjects**

A whole class assessment should take place at the end of a specific body of work set within an individual subject area. This assessment should identify key elements and give evidence of achievement.

The Level of Achievement needs to identify:

- i. Names of pupils not achieving at this level.
- ii. Names of pupils achieving beyond this level.
- iii. Points to take into account next time topic is visited.

3. **The Foundation Stage**

Children in reception will have continuous assessments throughout the year that cover progress made in the 7 strands of the Foundation Stage Curriculum.

4. **Whole School**

Additional written/recorded assessments will include:

- i. Marked childrens' work.
- ii. Written comments on children's work.
- iii. Completed books sent home for comment.

On-going assessments such as spelling test, table test etc. will be recorded in the teacher's own record book.

REPORTING SYSTEMS

We report pupils' progress to their parents on an annual basis. At the end of each Key Stage, National Curriculum Assessment Results are included.

We formally meet parents twice a year to report children's progress. We welcome parents visiting school (appointment preferred) to discuss their child's progress.

REVIEW AND EVALUATION

When the date for this policy to be reviewed is due, comments will be sought from staff and governors. Advice may be given by external agencies. Any changes will be agreed by the staff.

Signed on behalf of Staff Date

Signed on behalf of Governors Date