



Keskowethyans

Multi Academy Trust

Date Reviewed by the Committee	27.09.16
Date Adopted by The Board	18.10.16
Review Period	Every 2 Years
Circulation of Policy	
Signed by Chair	

Assessment, Recording & Reporting Policy

Date policy sent to	Date
Secretaries	15.11.16
Lead Teachers	15.11.16
GS for Website	15.11.16
Relevant other i.e. Safeguarding Director/ Subject Co-ordinator	

Assessment is a central part of the teaching and learning process. It is an important feature of the school's planning arrangements and the monitoring of the progression of individual pupils.

Definition

Assessment is a process which provides information on the individual child's experience and achievement, which identifies what the child knows, understands and is able to do, and provides information to guide future learning development.

Recording is the selection and retention of significant and relevant information on the individual child's experience and achievement, which indicates what the pupil knows, understands and is able to do at that time.

Reporting is the communication of significant and relevant information on the individual child's experience and achievements to those who have a right to know.

AIMS

The aims of assessment are:

- To enhance pupil's learning and performance by identifying 'next steps' for development
- To enhance pupils' personal development by involving them in their own assessment and target setting
- To provide a means of evaluating the school's curriculum and teaching
- To assist progression, learning and continuity throughout the school and between phases

OBJECTIVES

Assessment should focus on the needs of the child, of teachers and the school. For this to be effective:

Children will:

- Know what is expected of them
- Have short term, achievable targets
- Be offered strategies to help them learn effectively
- Have regular opportunities to review their learning

Teachers will:

- Identify clear learning objectives
- Identify the criteria for assessment
- Employ a wide range of assessment techniques

The school will use assessment information to:

- Evaluate the curriculum
- Inform receiving schools
- Ensure full reports are made available to parents and other agencies
- Provide accurate information for Directors, the LA, the DfE and other appropriate bodies about curricular achievements
- Identify those pupils who need additional support, or additional challenge.

Assessment will be carried out and records maintained by:

- Day to day records of children's progress. These records will inform the teacher's end of year assessment against the National Curriculum in school reports.
- Regular teacher/parent interviews. There will be the opportunity for interviews to take place at least once a year for every pupil. Parents are also invited to meet with staff at other times as required. Parents are also welcome to contact the school to set up appointments at any time.
- Individual pupil portfolios. This work will assist the school and future schools in planning for continuity and progression by showing evidence of work covered and achievements made.
- Standard Assessment Tasks (SATs) and other tests and tasks. These SATs tasks are produced and set by outside agencies and are aimed at assessing children's attainment at the end of Key Stages 1 & 2 as required by the National Curriculum framework. Non-statutory tests in Years 3, 4 and 5 in English and Mathematics allow staff to monitor progress.

- Foundation Stage Profile.
- Annual Reports. Are sent out usually at the first half of the summer term and contain teacher's comments about all National Curriculum subjects from Year1 onwards, together with other relevant information. Following the issue of reports, parents are invited to meet with staff to discuss its content and the progress of the children. For the children in Reception, a slightly different format is used covering the Foundation Stage. Occasionally some pupils with Special Education Needs will have an individually designed report and the opportunity to meet with parents on a regular basis.
- Assessment and Planning. The planning of schemes of work may include identification of possible assessment opportunities and the forms such assessments may take. Both the schemes of work and the assessment opportunities will be related to the requirements of the National Curriculum.

Assessment within our Schools is carried out by:

- Observation of activities
- Talking and listening to pupils
- Class discussions that review objectives
- Marking written work
- Helping pupils set short-term targets and reviewing their progress
- Specific assessment tasks and tests.