

LEICESTER GRAMMAR JUNIOR SCHOOL

ASSESSMENT & REPORTING POLICY AND PROCEDURES

This is one of the policies concerned with the curriculum. It should be read with regard to the policies on Sex Education, Marking, Special Educational Needs and Religious Education. It should also be read with regard to the Prevent duty.

The curriculum promotes the Social, Moral, Spiritual and Cultural development of pupils and supports the British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

This is a whole school policy and as such also applies to the EYFS.

AIMS OF ASSESSMENT

Assessment is viewed as essential to, and an integral part of, effective teaching and learning. It contributes to the educational process which helps all pupils to become confident, reflective and more independent learners. As teachers we should constantly be asking ourselves “ Why do we assess? What do we assess? When do we assess? And what do we do with the data?” (Graham Nunn, ISI Inspector, 'Use of Assessment data' conference. Warrington, March 2009)

The purpose of assessment is to provide information to enable teachers to decide upon the next steps for children to take in order to make the best possible progress. Its specific contribution is to provide :

- For children : understanding about what is being learned, guidance on 'next steps' so that progress can be made, and celebration of what has been achieved and a form of motivation.
- For teachers : a range of information which will help to plan challenging and engaging work best suited to the pupils' stage of development. Informing, planning and teaching methods.
- For parents : communication about their child's achievements and progress which will encourage their involvement and contribution.

We aim to:

- Give each pupil awareness of his/her own worth
- Instil an awareness of progress that has been made through individual effort
- Encourage development of a positive work ethic
- Give pupils a clear understanding of how they are assessed
- Give pupils a clear understanding of how they can improve their performance, through marking, self-assessment, discussion
- Provide clear and explicit learning targets
- Emphasise positive achievements
- Encourage pupils to aim for high personal standards, fulfilling their potential
- Encourage pupils to use self-assessment as a means of gauging progress and highlighting areas which require further study
- Communicate regularly with parents regarding progress, effort and attainment through reports, parents' evenings and assessment grades.
- Make judgements about a child's attainment based on knowledge gained through techniques such as observation, questioning, marking and testing.

- Provide an accurate picture of every child's achievement and progress,
- Provide detailed assessment information for teachers and staff
- Provide clear information for parents on their child's attainment and progress

TYPES OF ASSESSMENT

The reasons for gathering information from assessment are:

- Formative : so that the positive achievements of a pupil may be recognised and celebrated and the appropriate next steps be planned (sometimes known as AfL- Assessment for Learning)
- Diagnostic : through which learning difficulties may be scrutinised and classified so that appropriate help and guidance can be provided.
- Summative : for the recording of the overall achievement of a pupil in a systematic way. This involves judging pupils' performance against national standards.

We recognise that:

- Teachers plan assessment at the same time as planning lessons.
- Use a range of assessment techniques, ensuring consistency.
- Implement a good system of moderation.
- Share assessment results and criteria with pupils as a means of helping them improve.
- View planning, teaching and assessment as important elements of the same continuous process.
- All teachers feel ownership of the assessment policy and implement it consistently.
- Schemes of work and short-term plans making it clear when and what is to be assessed.
- Manageable records that provide clear information on a pupil's strengths and weaknesses.
- Regular monitoring involving all levels of management.
- Teachers use target setting to maximum effect at individual child level and group level
- Children are increasingly encouraged to evaluate their own work and contribute to their overall assessment.

ASSESSMENT FOR LEARNING

Assessment for learning is the process of identifying what the learner has, or has not achieved, in order to plan the next steps in the teaching or learning. We use assessment in the classroom to raise pupils' achievement and believe that pupils will improve most if they understand the aim of their learning, where they are in relation to this aim and how they can achieve the aim.

Effective assessment for learning involves:

- The sharing of explicit learning objectives with pupils
- Helping pupils to know the criteria for success - This may be evident in planning, Wilf grids, a visual form on a teacher's whiteboard, a verbal explanation to class/group/individual .
- Providing quality feedback and marking that helps pupils to identify successes and highlight 'next steps' in order to continue to make good progress- this could be oral or written (see Marking Policy)
- Pupils learning and using self and peer assessment techniques
- The use of effective questioning to assess progress and move pupils learning forwards.
- Recognising that both motivation and self-esteem, crucial for effective learning and progress, can be increased by effective assessment techniques.
- Setting appropriate targets

TARGET SETTING

Targets are shared with parents on the pupils' reports at the end of the Advent and Trinity Terms. Targets may also be set at Parents' Evenings and at other appropriate times throughout the year as deemed necessary by the class teacher.

In Key Stage Two, pupils have English, Mathematics and Science targets.

In Key Stage One, targets are set in English and Maths but may also include social targets

In EYFS, the teachers use the Early Learning Goals- 'next steps' system as their system of target setting.

FORMAL ASSESSMENT

The School uses a variety of formal assessment tests, the outline of which is published in the Staff Handbook. There is school-wide co-ordination of the assessment timetable which is circulated annually to staff.

The data is stored in SIMS or the assessment area of the Common Drive. Where there is an area of concern, class teachers meet with parents and areas of concern are noted on reports.

The results are also used, alongside other record keeping data, professional judgement, to determine grouping in Mathematics, highlight any children requiring special needs provision and gifted and talented. The school also uses the data to monitor trends, such as ethnicity and gender, in results year by year.

Pupils may undertake periodic assessments in the Foundation subjects, usually at the end of a topic and these results are recorded by the class teacher.

The Junior School reports, on its website, an overall summary of achievements at the end of EYFS and each Key Stage. These are compared to national standards. It also sends standardised scores to ISI. Summary statements are reported to the Board of Trustees. Profile Scores are reported to the LEA as requested.

Entry to the school at all levels is through an assessment. There are standard procedures which differ according to the age of the child. For more information see our Admissions Policy.

In addition to the two formal assessment weeks, pupils in Kinders, Reception, Year 2, Year 4 and Year 6 take a series of assessments from CEM:- ASPECTS, PIPS and INCAS in early September. This data allows the school to monitor pupils in a range of areas and ensures there is continuity through to LGS. For Reception it also provides the Baseline Assessments needed.

REPORTING

We implement effective reporting arrangements in the following way:

Parents Evenings

These take place twice a year, in October and near the end of the Lent term.

They are opportunities for constructive, positive and regular discussions between teachers and parents to review progress and identify future learning targets. The teacher records appropriate aspects of the meetings and these are kept in the Class Teachers' Folder and/or on SIMS. Parents of pupils in Reception, Year 2, Year 4 and Year 6 also receive a summary report in October of their pupil's attainment in relation to a series of assessments taken. This is CEM data.

Formal Reports

Formal reports are sent to parents at the end of the Advent and Trinity terms. These include comments based on a pupil's classwork as well as any examination or assessment performance. Results of exams

and assessments may be included as are the pupil's targets. Copies of the reports are kept on SIMS or on the Common Drive.

Parents are given the opportunity to comment on their child's report.

Studies Cards

Parents of pupils in Years 5 and 6 receive Study Cards in October and February indicating grades which enable them to see the on-going progress of their child.

MONITORING AND EVALUATING

The Headteacher, SMT and Assessment Coordinator are responsible for monitoring and evaluating the assessment policy and procedures.