

# **ASSESSMENT AND RECORDING POLICY**

## **Introduction**

At Fletewood School, we believe that assessment and recording are a crucial and integral part of the teaching and learning process. Learning objectives will be clearly identified in short-term plans and the assessment criteria matched to these.

## **Aims**

Through our assessment and recording policy we aim to:

- recognise and celebrate all pupils' achievements within and beyond the National Curriculum subjects and Religious Education;
- provide an evaluation of what has been taught and learned, identifying pupils' strengths and weaknesses;
- ensure continuity and progression;
- ensure that there is differentiation in our planning and teaching;
- identify pupils with special educational needs;
- inform parents, governors, and support agencies as appropriate;
- provide pupils with the opportunity to review their work, to self assess and give the opportunity to set future targets;
- raise the expectations of pupils, teachers and parents in an effort to achieve the highest possible standards for each child.

## **Methods of assessment**

- Entry profiling, using an entry profile 'About Me' booklet and Tapestry 'All about Me'
- Tapestry account – online learning journal for Class 1
- Focused assessment activities – HeadStart Terms 1 and 2, GL Assessments – Term 3
- Termly writing assessments
- Questioning/listening
- Marking/feedback
- Class tests e.g. spelling test, times tables tests, etc.
- Year 1 Phonics screening
- Y4 Times Tables check (TTRockStars)
- IXL, DoL – on-line tutoring and assessments

- Accelerated Reading & Accelerated Maths Assessments
- Pre-knowledge/post-knowledge assessments for foundation subjects and science

### **Pupil records**

- Entry profiles are completed by parents and rising five children before the child starts school and by the teacher during the child's first half term in school. This is followed up with a discussion between parents and teacher in the first term of entry. The class teacher keeps the results of this assessment, and a copy is kept in the Office filing cabinet. Individual children's records are confidential and access is only available to parents who make a request to the Headteacher.
- Parents complete application forms once a place at the school has been offered. Forms are kept in the Office filing cabinet. Individual forms are confidential and access is only available to parents who make a request to the Headteacher.
- Special Needs forms are maintained on a regular basis (see SEND policy) so that progress can be carefully monitored and support requested where necessary. All SEND documentation is kept in the Office. Individual children's records are confidential, and access is only available to parents who make a request to the Headteacher.
- A written tracker sheet is shared with the parents twice yearly, in the Autumn and Spring terms. A copy is kept in the Office and a copy is sent home with the parents. The content of the tracker sheet is discussed at parent/teacher interviews.
- Written reports to parents are sent home in the summer term in time for the parent/teacher interviews. The content of the report is discussed at parent /teacher interviews if requested. Parents keep a photocopy of the report and the original is kept in the profile. The school operates a policy of encouraging parents to talk to staff about their child's progress on a regular basis and not feeling that they have to wait for an organised parent/teacher interview.
- Standardised diagnostic assessment results are kept by the class teacher and a copy kept by the Headteacher in the office. Individual children's records are confidential and access is only available to parents who make a request to the Headteacher.
- Medical records are confidential and kept in the Office.
- At Key Stage One reading record booklets are sent home each day. Both parents and teachers may write comments in these books. At Key Stage Two older pupils keep a record of books read in their homework diaries.
- Pupils' subject books/folders are a record of work covered. They provide constructive feedback to the pupils through daily marking/feedback and show evidence of progress over time.
- An individual assessment record will be kept for each child which will include the termly HeadStart assessments, termly written assessments and any other tests deemed relevant by the class teacher.

- Class teacher records are confidential to the class teacher and only used to guide planning. They inform the teacher about the appropriateness of the work presented to the whole class, group or individual. Each teacher will maintain a 'Curriculum Log' which will detail individual formative assessments on children to facilitate this.

## **Transfer of records**

Records are only forwarded to the new school following a request either in writing or a verbal request from the Headteacher of the school. This does not include Y6 records when moving on to Secondary or Nursery records when moving to a state school for Reception – these will automatically be sent on via the LA transition portals. It is insufficient for a parent to advise us of the new school. Records to be forwarded are:

- the most recent report to parents;
- any special needs information;
- examples of work taken from the pupil's profile. Not all schools request these in which case they will be given to the parents when all other records are transferred.

The exception to this is any safeguarding information. The office staff will actively seek confirmation within 2 weeks of the transfer that the child has started in their new setting and will notify them that a safeguarding file will be sent imminently. This should be addressed as confidential and for the new setting's Designated Officer only. A record of the transfer should be kept by the releasing organisation.

If a child transfers to Fletewood School from another school, transfer documents should be requested by the Office no later than two weeks after the child commences their enrolment here and clarity must be sort on whether there is any safeguarding or SEND information to come. Any safeguarding information received should be logged in the safeguarding folder.

Last review date: October 2024

Next review date: October 2027