



## ASSESSMENT & REPORTING

There are 5 strands to how we track **academic & other** progress and attainment:

- **Target Tracker:** for Reading, Writing, Maths & Science
- **Foundation Assessment:** for all other subjects
- **Class Profiles:** for overview of characteristics of each cohort
- **Progress Matrices:** identification of children falling behind
- **Character Education:** for all other opportunities eg sport, singing

### TARGET TRACKER FOR READING, WRITING, MATHS & SCIENCE ASSESSMENT

*EYFS use a separate tracker within TT to record progress. This should be updated in line with the rest of the school.*

**For Years 1 – 6 to the following assessments will help inform your TT judgement:**

Subject	What	Frequency
Maths	Assertive Mentoring	Termly (plot on grid)
Arithmetic	White Rose tests	Termly
Multiplication tables	tbc	Termly
Writing	Statements in back of book	Ongoing but at least termly
Grammar	'Not as You Know It' tests	Termly
Spelling	High Frequency/ Common Word lists	At least termly
Reading	'Headstart' tests	Termly
Science	Statements in back of book	Ongoing but at least termly

Results from these tests are then used...

- **Formatively** – to help teachers identify gaps and plan next steps
- **Summatively** – to report on progress. The table below shows how results from tests are used to provide a judgement about where the children are in terms of age related expectations

Code	Assessment Step
<b>B</b>	Beginning to access year group curriculum
<b>B+</b>	Some objectives secure (up to 50%)
<b>W</b>	Half objectives secure (50% +)
<b>W+</b>	Most objectives secure (75%)
<b>S</b>	All objectives secure
<b>S+</b>	Deeper learning, knowing 'why' and 'how' as well as 'that'; able to use knowledge flexibly and creatively and apply it to new and unfamiliar situations

### ASSESSMENT DEADLINES 2019-2020

**Tuesday 15<sup>th</sup> October:** TT updated for parent consultations

**Thursday 5<sup>th</sup> December:** update class profile, foundation & character edu; check/update TT (if needed)

**Monday 9<sup>th</sup> March:** TT updated for parent consultations; update class profile, foundation & character edu

**Tuesday 23<sup>rd</sup> June:** update class profile, foundation & wider opps; check/update (if needed)



## **FOUNDATION ASSESSMENT (excluding R,W,M & S)**

**Years 1 – 6**

### **At the beginning of each term:**

- create an assessment grid for the topics you are going to teach (template in Staff Share, Assessment, Foundation Subject Assessment)
- Include topic names, the 'dangerous' activity & trips/visits
- Take objectives from the termly (or half-termly) topic plan for the website

### **Throughout the term:**

- update the grid as you assess
- save updated grids in your folder in staff share - assessment

### **How to assess:**

<b>WT</b> (Child initials)	<b>EXS</b> (number)	<b>GD</b> (Child initials)	<b>Comments</b>
Children who are not on track to achieve EXS in the objective by the end of the year	Children who are on track to achieve EXS by the end of the year	Children who are on track to be working at GDS	Note anything that will be helpful in future or for annual reports e.g. New child Excellent Home learning

## **CLASS PROFILES**

### **At beginning of year:**

- use profiles from previous year for info about the class and as guide to their prior performance
- remember to add / delete any children as needed
- save your updated profile in your year group class profile folder

### **Throughout the term:**

- update the grid as you assess – *remember to ensure these match with TT assessment*
- save updated grids in your folder in staff share – assessment

## **PROGRESS MATRICES**

**Year 1:** will continue to do their matrices manually (EYFS data does not track on to Primary on TT)

**Years 2 - 6**

**On TT** – Primary Reports – Attainment & Progress – Key Stage Progress – choose subject

- select 'steps' and 'names' options
- check for children who are not making good progress

## **CHARACTER EDUCATION REGISTER**

### **Throughout year:**

- add children as and when they participate in an event (see example in folder)  
*This is so we are able to ensure equality of opportunities for all children*




## **REPORTING TO PARENTS**

**Termly reports:** make sure your TT data is up to date

**Reception:** to print termly reports:

1. Use EYFS template in Reports – Termly folder
2. Add child's name and term (Autumn or Spring)
3. TT – select Rec – EYFS reports – Parents – Parent – select child – scroll down to bottom 'Age Related Expectations' – get snipping tool and 'snip' the table + attendance
4. Paste table + attendance into top half of EYFS termly report template
5. Follow steps 6 – 8 below

**Year 1 – 6:** to print termly reports:

1. Target Tracker - Primary Reports – Parents – Individual Assessment Summary
2. Select Pupil
3. Go to Attainment Table tab  and select 'Step'
4. Get Snipping tool (start menu) and 'snip' the data including name, date and attendance
5. Copy and paste into Termly Report template (Staff Share – Termly Reports)
6. Complete Attitude to Learning (maximum 3 points) and Next Steps (one each for English & Maths)
7. Save in folder: Surname followed by full First Name
8. Print in black and white

**Annual Reports:** make sure your grades match what is on TT

- Complete template
- Get someone else to proofread / check
- Pass to KS by set dates