



# Assessment and Feedback Policy

*Maximum Effort for Maximum Achievement*



## **Assessment & Feedback Policy**

### **Aim**

In order to effectively measure children's achievement levels (attainment and progress) we need to ensure consistent methods of both formative and summative assessment are in place. This policy sets out the processes and procedures that are followed. Assessment is part of the ongoing process of planning, teaching and learning, assessment, reflection and target setting.

### **Definitions**

Summative Assessment – is the judgement that is made periodically through the gathering of ongoing evidence of children's attainment including test results.

Formative Assessment – often known as Assessment for Learning (AfL), is the day-to-day assessment judgements that teachers (and other adults) make to help children to learn and progress. A key element of AfL is the feedback mechanisms that impact positively on children's achievement.

### **Summative Assessment**

#### **Baseline Assessment**

When children transfer to Buttsbury Junior School in Year 3, we establish a baseline assessment for Literacy and Maths to compare with KS1 results. It is recognised that some children can regress over the summer vacation period.

Our baseline assessment procedure is as follows and is completed by the end of October allowing children to have time to settle into their classes and the school as a whole.

### **Literacy:**

#### 1. Reading:

- Children are screened using the Salford reading test in order to establish a reading age and determine whether a phonics intervention is required.
- Children complete an end of KS1 reading comprehension test (appropriate to anticipated level)
- Children are assessed in Class Comprehension lessons by their teacher against National Standards
- Taking the above and the teacher assessment and SATS test result from KS1, a baseline judgement is reached.
- All children are assessed using the Salford Spelling Test.

#### 2. Writing:

- Teachers make a teacher assessment against National Standards
- Children undertake a piece of independent writing after the first unit of work which is then marked and levelled
- Writing is moderated internally across the year group.
- Taking the teacher assessment at KS1 and writing task a baseline judgement is reached.



### 3. Speaking and listening

- Teachers make a teacher assessment against National Standards.

### Maths

- Teachers make a teacher assessment against National Standards.
- Children complete an end of KS1 Maths test (appropriate to anticipated level)
- Taking the KS1 teacher assessment and SATs result in addition to the test completed in September a baseline judgement is reached.

### Tracking

- Anomalies between KS1 results, teacher assessment and test results are discussed between the Headteacher (or delegated Senior Leader) and the Class Teacher.
- Children needing early intervention are determined and interventions arranged.

### Late Entrants

Children joining at other times/year groups are also assessed to establish a baseline within a month of admission. This takes the form of:

- Salford Reading Test (to establish a reading age and determine whether phonics intervention is required)
- Salford Spelling Test (when appropriate)
- Previous school data (when available)
- Teacher assessment of the work produced within the beginning month

### Periodic Summative Assessments

Summative assessment for the whole school takes a number of forms:

- Teacher Assessment – using formative assessment data half termly
- Optional Standardised Assessment Tests (Headstart, PUMA and Year 6 SATs) – for English & Maths termly
- End of unit science tests
- Salford Reading Test (at least annually)
- Salford Spelling Test (annually)

The test results are reported as scaled scores, based on end of year expectations. 100 is the expected standard at the end of the academic year; 110 indicates Greater Depth. Concerns are discussed at the half-termly Pupil Progress meetings which are attended by all teachers within the year group, the Headteacher and the Inclusion Manager. Regular moderation takes place within and between year groups in addition to moderation with other schools and external advisers (LA, SIP). The Assessment Leader analyses test results to determine areas which could be improved further. This is then shared with the Senior Leadership team and relevant subject leaders as well as the Governing Body.

Children who have special educational needs will be set appropriate tasks if they are working below the level of the tests.

## **Statutory Assessment Tests (SATS) for Year 6**

Statutory Assessment tests (SATS) are taken during May according to the DfE timetable. From 2012, children's writing has been teacher assessed with the Writing being moderated internally (and moderated externally when requested) to inform the overall teacher assessment judgement. The Reading, Mathematics and Grammar, Punctuation & Spelling Tests are externally marked.

## **Formative Assessment (known as Assessment for Learning (AfL))**

Formative Assessment practices are at the very heart of effective teaching and learning.

### Planning Learning

Focusing on learning at the planning stage means:

- Being clear about the learning objectives and teaching approaches in planning and sharing them with the children and their parents/carers
- Learning Objectives are shared through Can I statements.
- Establishing clear success criteria
- Children are encouraged to choose their own level of learning against clear criteria set out in Challenges (E.g. C1, C2, C3, Extn) and the 'Rule of 6' or 'Rule of 8' for lower Maths sets, to ensure progression in learning is used.
- We encourage a 'no hands' up approach.
- Recognising that focused questioning is used for differentiation.
- Making sure that the context for learning is designed to enable the learning objective to be fulfilled in a relevant and engaging way.
- Teachers are expected to be confident to adapt the planning and teaching at any time if the learning objective, based on the assessment in the lesson, is not being fulfilled
- Children are usually taught in mixed ability grouping and the classroom should be organised accordingly.
- Creating an inclusive learning environment where children and adults are all visible learners together (e.g. use of 'we' and 'us' language; developing positive, collaborative relationships; ensuring that meta-cognition skills are explicit)
- Encouraging a 'Growth Mindset' attitude (Carol Dweck)
- Effective use of Talk Partners.

The medium term planning provides teachers with a planned route for covering the necessary knowledge & skills and coverage of the Programmes of Study within the New National Curriculum. Children are encouraged to identify what they would like to learn about at an early stage to help focus learning to include their interests within the theme.

Shorter term planning must ensure that the teaching and learning is personalised to meet the needs of every learner, enabling them to meet their targets for their next learning steps.

As a minimum, every child in every lesson should know:

- *What am I learning? (Learning Objective/Can I)*

- *Why am I learning it? (Why the learning has value, where it fits into the bigger picture of learning for that subject – knowledge/skills)*
- *How am I going to get there? (Success Criteria – knowledge; skills; attitudes – e.g. learning approaches)*
- *How did I do? (assessment against Success Criteria – e.g. self and paired (peer/adult) assessment and evaluation; teacher feedback and marking via mini-plenaries/guided groups and a final plenary that regularly includes a reflection on learning (meta-cognition))*
- *Where am I going to next? (next steps of the Learning Journey and targets for improvement)*

Support for children will include working walls, learning displays (see Display policy), access to concrete equipment (including ICT) and the positive ethos of shared learning.

### **Record Keeping**

The following Assessment Records must be kept by each class teacher for each child:

Excel tracking data for all children is updated every term for Reading, Writing, GPS and Maths.

### **Literacy**

Intervention Records: Teaching Assistants keep notes of all reading interventions attended by children which are checked by the school's Inclusion Manager fortnightly.

Writing: children's completed and marked independent writing is indicated in their Literacy books with an 'I' and the use of 'CCW' demonstrates writing in other subjects within the curriculum.

Assessment grids of the National Standards are used to 'level' each independent write that is done at the end of each unit in Literacy. They are kept in a class central folder and referred to during moderation.

Mathematics: Teachers use National Standard statements to assess the children and a T is noted in books at the end of every week to show the target has been met. When targets are not met it is written in the back of the child's book and worked on in future interventions.

### **Moderation**

Moderation is important to ensure a consistent approach in assessment throughout the school. It is important that when teacher assessments are carried out, there is evidence recorded to justify judgments made.

At Buttsbury Junior School we use National Standards to benchmark and moderate pupils. National Curriculum level descriptions are used to level children's achievement levels in Foundation Subjects and RE.

Children's work is moderated internally and externally through work and book scrutinies across the curriculum as follows:

Internally:

- within teams and across teams – half termly;
- by SLT as part of regular monitoring;



- by Subject Leaders – termly as part of their management time programme of work;
- by Headteacher/Deputy Headteacher as part of regular monitoring.

Externally:

- with partner schools;
- by School Improvement Advisors;
- by the Local Authority as part of Y6 Writing moderation sample

The moderation programme will be monitored by the Headteacher

### **Reporting**

Reporting to parents/carers provides the opportunity for communication about their child's achievements, abilities and future targets. The end of year reports will be written so that they have a positive effect on pupils' attitudes, motivation and self esteem.

We will:-

- Provide opportunities for two parent consultation evenings so that parents can discuss how well their child has settled and progress that is being made; Pupil Progress Update sheets will be issued to parents at these meetings.
- Provide an annual written report (issued during the Summer Term) which will include details of children's progress and attainment against national age-related expectations.
- Provide up to two additional parent consultations for children who are not making expected progress to discuss how the school and parents can help close the gap.
- Meet with parents/carers on request to discuss their child's progress or any concerns relating to achievement.
- Be proactive about sharing successes and concerns with parents through ongoing dialogue throughout the year via adhoc or more formal structured conversations.

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