

Sydenham and Lighthorne Heath Primary Schools

Assessment Grid ~ Academic Year 2019/20

What We Do	Why We Do It	Where Stored	How Monitored / Supported	What Happens at End of Year
Marking (teacher marking / self~evaluation / peer assessment/response to feedback / pink for think & green for good)	<ul style="list-style-type: none"> To directly involve the child in the assessment process To act as a motivator for future learning To inform teacher for future planning 	<ul style="list-style-type: none"> Recorded in children's books 	<ul style="list-style-type: none"> Termly book trawls by SLT and subject leaders During assessment staff meetings 	<ul style="list-style-type: none"> Children's books → Receiving teacher/home
End of Year Reports	<ul style="list-style-type: none"> Summative record of child's achievement National Curriculum / ELG's Statutory requirement 	<ul style="list-style-type: none"> Individual pupil files Associate Head Teacher & Executive Head Teacher's electronic files 	<ul style="list-style-type: none"> Read and signed by Associate Head teacher and Executive Head teacher 	<ul style="list-style-type: none"> Copy → home to parent / guardian Receiving teacher Individual pupil files
Individual Pupil Files	<ul style="list-style-type: none"> To inform receiving school 	<ul style="list-style-type: none"> By Class Teachers By receiving school 	<ul style="list-style-type: none"> By School Administration Officer 	<ul style="list-style-type: none"> Passed on to receiving teacher / school
DfE End of Key Stage Transfer Forms	<ul style="list-style-type: none"> Mandatory 	<ul style="list-style-type: none"> By receiving school 	<ul style="list-style-type: none"> By School Office Administrator 	<ul style="list-style-type: none"> Sent to receiving schools
Parent and Carer Review Meetings	<ul style="list-style-type: none"> To involve the parent and child in the assessment process Individual target setting To find out information relevant to the child's learning To inform personalised learning for pupils 	<ul style="list-style-type: none"> Review sheet in class teacher's Record-Keeping and Assessment file in classroom On pupil's End of Year Report 	<ul style="list-style-type: none"> Monitored by Executive Head teacher & Associate Head teacher/ Assessment Co-ordinator 	<ul style="list-style-type: none"> Receiving teacher Copy → home to parent / guardian Individual pupil file
Class Teacher Assessments of Reading, Writing, Speaking & Listening, Maths and Science (in line with the Standards & Testing Agency Teacher Assessment Frameworks at the End of KS1 / KS2 to inform tracking data)	<ul style="list-style-type: none"> To assess the child's progress in reading, writing, maths To inform future planning Target-setting 	<ul style="list-style-type: none"> On SIMs In class teacher's Record Keeping and Assessment file in classroom Pupil tracking grids 	<ul style="list-style-type: none"> Termly by Curriculum Coordinator & Assessment Co-ordinator Termly staff Meetings to standardise Key Subjects 	<ul style="list-style-type: none"> Individual pupil file Receiving teacher Stored on SIMs

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Termly Pupil Performance Reviews, using pupil tracking data	<ul style="list-style-type: none"> To identify individuals and groups of pupils for additional support To provide Class Teachers and senior leaders with further formative assessment information 	<ul style="list-style-type: none"> Teachers' records Sims 	<ul style="list-style-type: none"> Associate Head teacher, Executive Head Teacher, SENDCO, EALCO & Assessment Co-ordinator Class teacher released to make assessments & set targets with Associate Head teacher 	Results stored centrally
KS1 and KS2 Teacher Assessments and SAT's	<ul style="list-style-type: none"> Summative record of child's achievement Statutory requirement 	<ul style="list-style-type: none"> On SIMS 	<ul style="list-style-type: none"> Executive and Associate Head teacher, LA & Assessment Co-ordinator 	<ul style="list-style-type: none"> SIMs Copy → LA & DfE Copy → parents / guardians
Use iTrack to record attainment and progress	<ul style="list-style-type: none"> To inform the Class Teacher's future planning To inform pupil progress tracking data To plot the progress of individuals over time To identify strengths / trends and areas of weakness 	<ul style="list-style-type: none"> Web based 	<ul style="list-style-type: none"> Half-termly pupil progress meetings between SLT and class teachers. 	<ul style="list-style-type: none"> Informs end of year reports and teacher assessments
Pie Corbett's 'cold' and 'hot' tasks	<ul style="list-style-type: none"> To plot the progress of individuals over time To identify strengths / trends and areas of weakness To inform future planning To improve pupils' writing 	<ul style="list-style-type: none"> In Literacy Books 	<ul style="list-style-type: none"> Standardisation & Moderation Work scrutinies by English Subject Leader & Senior Leaders Pupil progress meetings with Associate Head teacher 	<ul style="list-style-type: none"> Informs end of year reports and teacher assessments
Termly standardisation and moderation meetings (Cross-phase / cross-federation / Consortium / LA)	<ul style="list-style-type: none"> To plot the progress of individuals over time To identify strengths / trends and areas of weakness 	<ul style="list-style-type: none"> In class teacher's Record Keeping & Assessment file. By Executive and Associate Head teacher 	<ul style="list-style-type: none"> Class teacher released to make assessments & set targets with Associate Head teacher 	<ul style="list-style-type: none"> Stored on SIMs
EYFS tracking including Baseline assessment	<ul style="list-style-type: none"> To inform the class teacher & parents of the child's level of knowledge, understanding and skills on starting school & throughout year To inform future planning Target-setting 	<ul style="list-style-type: none"> In class teacher's Record Keeping and individual learning journals In i-Track SIMS 	<ul style="list-style-type: none"> Associate Head teacher, SENCO, EALCO and Assessment Co-ordinator Monitored by L.A 	<ul style="list-style-type: none"> Informs end of year reports and teacher assessments Individual pupil file and class teacher records passed on to year 1 teacher

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Year 1 and Year 2 Phonics Screening Check	<ul style="list-style-type: none"> Statutory phonics assessment To inform class teachers of whether the child needs extra support to reach the required standard for phonics. 	<ul style="list-style-type: none"> Class teacher records SIMS LA 	<ul style="list-style-type: none"> SLT 	<ul style="list-style-type: none"> Reported to parents Records passed on Y2 retakes
Federation EAL Tracker DfE EAL levels Informal First Language assessments Initial assessments of International New Arrivals	<ul style="list-style-type: none"> To plot progress of EAL children throughout their primary education To more accurately identify SEN/EAL needs To inform Class teachers of their levels of literacy/numeracy in first language and in English 	<ul style="list-style-type: none"> EAL Co-ordinator's Record Keeping and Assessment file. SIMS EAL Co-ordinator's Record Keeping and Assessment file. EAL Co-ordinator's Record Keeping and Assessment file/ Class EAL Files 	<ul style="list-style-type: none"> EAL CO EAL teacher 	<ul style="list-style-type: none"> DfE levels reassessed Individual pupil file Parent meetings together with class teachers.
Special Needs Assessments	<ul style="list-style-type: none"> To identify needs To diagnose individual difficulties, aid the development of IEP's and target interventions To plot progress of SEN children throughout their primary education 	<ul style="list-style-type: none"> Individual files 	<ul style="list-style-type: none"> Executive/Associate Head teacher and SENDCO 	<ul style="list-style-type: none"> Stored with SENDCO
Individual Education Plan and Education Health and Care Plan	<ul style="list-style-type: none"> To target and action specific learning / emotional / mental health difficulties of individual children To work in partnership with other agencies for best outcomes for children & young people 	<ul style="list-style-type: none"> In class teacher's Record Keeping and Assessment file in classroom Copy → SENDCO and shared as appropriate 	Associate Head teacher and SENCO	<ul style="list-style-type: none"> Receiving teacher Individual pupil file Stored with SENDCO