

Assessment Policy

1 Introduction

1.1 We believe that effective assessment provides information to improve teaching and learning. We give our children regular feedback on their learning so that they understand what it is that they need to do better. This allows us to base our lesson plans on a detailed knowledge of each pupil. We give parents regular reports on their child's progress so that teachers, children and parents are all working together to raise standards for all our children.

2 Aims and objectives

2.1 The aims and objectives of assessment in our school are:

- to enable our children to demonstrate what they know, understand and can do in their work;
- to help our children understand what they need to do next to improve their work;
- to allow teachers to plan work that accurately reflects the needs of each child;
- to provide regular information for parents that enables them to support their child's learning;
- to provide the headteacher and governors with information that allows them to make judgements about the effectiveness of the school.

3 Planning for assessment

3.1 We use the National Literacy Strategy, National Numeracy Strategy and the national schemes of work produced by QCA to support our teaching. We use the assessment guidance in these schemes to help us identify each child's level of attainment.

3.2 We plan our lessons with clear learning objectives. We base these upon the teacher's detailed knowledge of each child. We strive to ensure that all tasks set are appropriate to each child's level of ability. Our lesson plans make clear the expected outcomes for each lesson. We make a note of those individual children who do not achieve at the expected level for the lesson, and we use this

information when planning for the next lesson. We also keep this information as a record of the progress made by the class.

4 Target setting

4.1 Every school is required by law to set targets in mathematics and English each year for those pupils who are in Year 6. We set targets in mathematics and English for all our children during each academic year. We discuss individual targets where necessary and communicate these to parents at parent's evening. We review the progress of each child at the end of the academic year and set revised targets.

5 Recording

5.1 We recognise various methods of assessing a child's learning. The type of assessment that we make varies from subject to subject. We think that it is unnecessary to keep a formal record of all these assessments; we record only information that affects future learning.

5.2 We plan our lessons with clear learning objectives. On our planning sheets we record only those pupils who fail to meet the learning objective, or who achieve more than was planned, so that we can take the needs of these pupils into account when planning for the next lesson. Where the majority of the class makes the planned progress, of course, there is no need to record this. We use our annotated lesson plans as a record of progress measured against learning objectives.

5.3 We take the objectives for individual lessons from the broad learning objectives within the national curriculum. Our teachers record the progress of each child against these broad objectives. This enables them to make a judgement about the work of each child in relation to the National Curriculum level of attainment. This allows us to monitor the progress of each child. The information is shared with other relevant members of staff.

6 Reporting to parents

6.1 We have a range of strategies that keep parents fully informed of their child's progress in school. We encourage parents to contact the school if they have concerns about any aspect of their child's work.

- 6.2 Each term we offer parents the opportunity to meet their child's teacher. At the first meeting of the school year we review the targets that we have identified for their child. At the second meeting of the year (which we hold at the end of the spring term) we evaluate their child's progress as measured against the targets. At the third meeting of the year we review their child's written report .
- 6.3 During the summer term we give all parents a written report of their child's progress and achievements during the year. We write individual comments on all subjects of the National Curriculum and on religious education. We also include a space for parental and child feedback.
- 6.4 In reports for pupils in Year 2 and Year 6 we also provide details of the levels achieved in the national tests.
- 6.5 We offer parents of pupils in Year R the opportunity to discuss the results of the Foundation Stage Profile with their child's teacher.
- 6.6 Each of our teachers gives parents a termly update (Townley School 'LINK UP') that identifies the main areas of study for that particular class. In this update the teacher identifies how parents can support any elements of the work during the term.

7 Feedback to pupils

- 7.1 We believe that feedback to pupils is very important, as it tells them how well they have done and what they need to do next in order to improve their work.
- 7.2 We give children verbal feedback on their work whenever possible. We usually do this when the children are working during the lesson although we sometimes give feedback on a particular lesson at the beginning of the next one. When lesson time does not allow for verbal feedback, we write comments on the children's work during marking (see Marking Policy). We also use peer marking and encourage children to take responsibility for improving / marking their own work. Children are encouraged to find 3 positive things about the writing and one area for development. We give written comments to children of all ages. We do not always aim these comments at the children; quite often we write something that is useful to both parents and teachers.

- 7.3 When we give written feedback to a child, we may relate this to the learning objective for the lesson.
- 7.4 We encourage the children to make comments about their own work and the work of fellow pupils. We encourage older pupils to be the first markers of some pieces of work.
- 7.5 We allow time for the children to absorb any comments written on their work. We do this to ensure that the time that our teachers spend marking really has an impact on the children's work. We try to 'quality mar'k on at least 3 occasions each term.

8 Consistency

- 8.1 All subject leaders examples of children's work within their subject area. Subject leaders use the national exemplification materials to make judgements about the levels of the children's work. All our teachers discuss these levels, so that they have a common understanding of the expectations in each subject. By doing this we ensure that we make consistent judgements about standards in the school.
- 8.2 It is each subject leader's responsibility to ensure that the samples that they keep of children's work reflect the full range of ability within each subject.

9 Monitoring and review

- 9.1 Each curriculum co-ordinator is responsible for monitoring the implementation of this policy.

Signed:

Date: