



## Winwick CE Primary School

### Assessment Policy 2017-2018

Winwick CE Primary School is committed to embedding assessment for learning at the heart of teaching and pupil achievement.

***"We have a responsibility to provide learning experiences that.....give every child the opportunity to succeed."***

Assessment for learning provides the basic, essential elements of good or better teaching that allow maximum impact upon learning. This policy should be referred to in conjunction with the marking, curriculum, teaching and learning policies.

Since the revised National Curriculum became statutory in September 2014, schools are no longer required to use National Curriculum levels and may choose a method of pupil assessment which suits their setting and demographic. Levels were removed from widespread use as teaching became a vehicle for getting children 'across the next threshold' as opposed to ensuring their knowledge and understanding were sufficiently deep enough.

At Winwick CE Primary School we have decided to use the Rainbow Tracker which tracks pupils across the school and outlines progress made within year groups as well as across key stages and school. This method is detailed further in the policy.

From January 2017, we will be adopting the NFER method for assessment in EYFS and consistently using this form of summative assessment in Years 3, 4 and 5. Year 2 and 6 will use the interim statements in order to monitor progress across the year.

#### **Aims of assessment at Winwick CE**

- To maximise pupil achievement
- To make focus quality-first teaching on children's individual needs
- To provide an appropriate curriculum for all children
- To ensure that pupil progress and attainment is tracked effectively
- To ensure the swift and effective identification of learning interventions where needed

#### **Objectives**

Effective assessment for learning will involve:

- Sharing learning objectives – so children know clearly what they are learning in a language suitable to their age
- Identifying success criteria - which will make the children effective, independent learners
- Questioning - to identify children's understanding and address misconceptions
- Observation – monitoring children's learning and progress
- Discussion – in a variety of individual, paired or group situations
- Oral feedback – informing the children throughout the lesson of their progress and feedback on future learning
- Marking and feedback - please refer to the code for marking
- Peer assessment – children assessing the work of their peers
- Self-assessment – children assessing their own work
- Target setting – clear personalised targets for every child
- Tracking - effective monitoring of children's progress to help with the allocation of staff and resources
- Pupil Progress meetings – class teachers will meet regularly with the appropriate SLT member to discuss the progress of each child in their class/target group.

## Assessment Types

We use a range of assessments:

- **Formative** – informing the planning process of the next steps to learning
- **Summative** – measuring pupil performance and achievements at a particular stage
- **Nationally standardised summative assessment** – measuring pupil attainment and progress against own targets, national targets and their peers.
- **Evaluative** – making judgements about the effectiveness of learning and teaching

## Formative assessment

Formative assessment is the powerful, every day tool that our teachers use to make professional judgements on progress and attainment. It can take forms such as -

- ☐ Marking of pupil work in books
- ☐ Carrying out observations of pupils at work / practical activities
- ☐ Targeted questioning as part of a lesson
- ☐ Content tests in maths or science
- ☐ Independent writes
- ☐ Short topic/ theme quizzes/ use of mind maps prior to and following teaching
- ☐ Checking pupil work for progress and advances in attainment.

## The primary purposes of day-to-day in-school formative assessments

**For pupils:** In school formative assessment helps pupils to measure their knowledge and understanding against learning objectives and wider outcomes and to identify where they need to target their efforts improve.

### How do we do this at Winwick?

We mark each piece of work noting where pupils have done well in their work and succeeded in achieving the WALT and the success criteria. Use of next steps or challenges are given as follow up tasks post lesson. With the pupils in Key Stage One and below, the use of oral feedback is vital in their understanding of where they have achieved and where they need to go next.

### For parents and Governors:

In school formative assessment provides parents with a broad picture of where the children's strengths and weaknesses lie and what they need to do to improve.

### How do we do this at Winwick?

We report to parents at parents evenings in the Autumn and Spring terms. We also formally report to parents in an end of year report at the end of each academic year. We also informally inform parents via telephone calls, face to face meetings and via the home / school communication book.

### For teachers:

This is an integral part of teaching and learning. It allows them to identify where pupils are struggling, when they have consolidated learning and when they are ready to progress.

### How do we do this at Winwick?

We follow the attainment of the pupils and track progress carefully. This allows teachers to plan high quality lessons and respond rapidly to the needs of their pupils.

## The principals of in-school formative assessments

When using formative assessment, our teachers consider –

- a) What will this assessment tell me about pupils' knowledge and understanding of the topic, concept or skill?
- b) How will I communicate the information I gain from this assessment to pupils in a way that helps them to understand what they need to improve?
- c) How will I ensure pupils understand the purpose of this assessment and can apply it their own learning?
- d) How will I ensure my approaches to assessment are inclusive of all abilities?

- e) How will I use the information I gain from this assessment to inform my planning for future lessons? How could I improve, adapt or target my teaching as a result?
- f) What follow up action should I take to plug gaps in knowledge and understanding or support progression where learning is secure?
- g) Is it necessary to record the information gained from this assessment? And if so, how can this be done most efficiently?

### **Summative assessment**

Summative assessment is used to bring all of the professional, formative judgements of a term / year together. This can take the forms of -

- ☐ End of term assessments.
- ☐ End of topic / unit assessments.
- ☐ NFER tests for non- SAT year groups.

### **The primary purposes of day-to-day in-school summative assessments**

#### **For pupils:**

In school summative assessment provides pupils with information about how well they have learned and understood a topic or course of work taught over a period of time. It should be used to provide feedback on how they can continue to improve.

#### **How do we do this at Winwick?**

We complete summative tests at the end of each term. We report the results back to the pupils, highlighting what they did well and what they needed to do to improve.

#### **For parents and Governors:**

In school summative assessments can be reported to parents to inform them about achievement, progress and wider outcomes of their children across a period, often a term, half-year or year.

#### **How do we do this at Winwick?**

We report end of year summative assessment to parents via end of year reports. Where appropriate, teachers may report assessment outcomes to parents at end of term intervals.

#### **For teachers:**

In school summative assessments enables teachers to evaluate both pupil learning at the end of an instructional unit / period and the impact of their own teaching. Both of these purposes help teachers to plan for subsequent teaching and learning.

#### **How do we do this at Winwick?**

We analyse the results from end of term tests to identify what teachers need to plan for in the next units of work. End of year results are passed up to the receiving teachers, so they can plan to address misconceptions and deepen learning.

### **The principals of in-school formative assessments**

When using formative assessment, our teachers consider:

- a) Who will use the information provided by this assessment?
- b) Will it give them the information they need for their purposes?
- c) How will it be used to support broader progress, attainments and outcomes for pupils?
- d) How should the assessment outcomes be reported to pupils to ensure they have the right impact and contribute to pupils' understanding of how they can make further progress in the future?
- e) How should the assessment outcomes be communicated to parents and Governors to ensure that they understand what the outcomes tell them about their child's attainment, progress and improvement needs?
- f) How should the assessment outcomes be recorded to allow the school and Governors to monitor and demonstrate progress, attainment and wider outcomes?

### **Nationally standardised summative assessment**

Nationally standardised summative assessment currently takes place in two identified year groups in school –

- ☐ National Curriculum tests in Reading, Maths (arithmetic and reasoning) and GPS (Grammar, punctuation and Spelling) at the end of Key Stage 1 – Year 2
- ☐ National Curriculum tests in Reading, Maths (arithmetic and reasoning) and GPS (Grammar, punctuation and Spelling) at the end of Key Stage 2 – Year 6
- ☐ There is also a Phonics screening test in Year 1, which assesses pupils' phonetic knowledge.

## The primary purposes of nationally standardised summative assessments

### For pupils, parents and Governors:

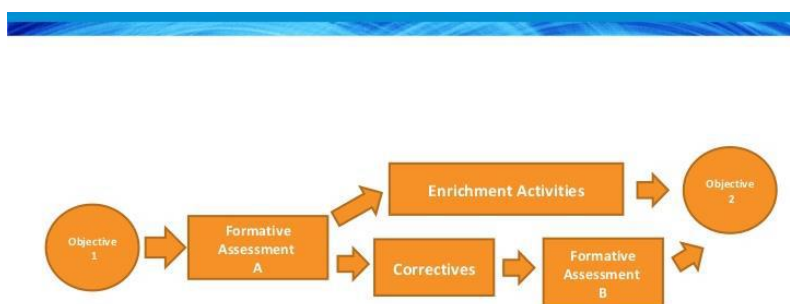
Nationally standardised summative assessment provided information on how pupils are performing in comparison to pupils nationally. It also provided parents with information on how the school is performing in comparison to schools nationally. This allows parents to hold schools to account.

### How do we do this at Winwick?

We report the results to parents in the end of year reports in Years 2 and 6. The phonics test is also reported at the end of Year 1. Cohort results are also published on our website and on our data dashboard.

## Mastery in assessment

We are using 'Mastery Learning' in Maths as a way to ensure knowledge and understanding is firmly embedded in our children. Learning is broken down into key components and taught in a logical order, so as to allow children to build on their prior learning. We hold the belief that every child should have the chance to achieve and therefore allow all children equal access to the age appropriate subject content. Differentiation may look different in our book; it may be differentiated by support or by outcomes. Some of our children may take longer and require more support, but we believe that they will all get there in the end. Assessment is crucial to this process.



The Mastery Learning Instructional Process

***'Mastery is about deep, secure learning for all, with extension of able students (more things on the same topic) rather than acceleration (rapidly moving onto new content)***

### Role of Governors and Staff

Assessment for learning is collaborative and involves all stakeholders of the school.

- ☐ **Governors** – Oversee the policy and ensure that assessment for learning drives learning and teaching within the school. They will scrutinise pupil achievement and hold leaders to account for ensuring every pupil achieves at least in line with other pupils within school and nationally.
- ☐ **Senior Leadership Team** – Drive improvement and have a vision that the school will collectively apply assessment for learning so there is maximum impact of children's learning and achievement.
- ☐ **Phase Leaders and Subject Leaders** – Monitor standard of achievement and progress within the subjects/areas or year groups they lead and drive improvement
- ☐ **Teachers** – Apply assessment for learning fully within their teaching to maximise learning and teaching opportunities
- ☐ **Teaching Assistants** – Use assessment for learning techniques to help teachers and children make judgements on the learning and identify the next stages for learning
- ☐ **Parents/Carers** – Are to be made fully aware of the children's targets and development and be offered support by the school to ensure their children are achieving in line with their age and ability
- ☐ **Children** – Have responsibility for their own learning and clearly know what they need to do to make good progress and achieve their targets.

**Inclusion Statement: (SEND/EAL/G&T)**

We are committed to providing effective learning opportunities for all pupils and apply the principles of the Equality Act 2010 in to our curriculum planning and teaching.

Suitable and challenging learning opportunities will be planned and delivered for all pupils with the aim of maximising achievement for each individual.

Teachers will respond appropriately to pupils' diverse learning needs and be aware of the needs of pupils based on gender, special educational needs, disability, disadvantage (including those pupils who are eligible for the Pupil Premium grant) and pupils who are newly arrived and/or speak English as an additional language. Please see EAL policy for how assessment of newly arrived and/or speak English as an additional language is carried out. We are committed to the principle of equality of opportunity for all and this will be reflected in the curriculum offered, the quality of education provided and the achievement of all individuals and groups of pupils.

**Individual Pupil Target Setting**

We set the target that 80% of each cohort needs to reach Age Related Expectations by the end of the year. These are challenging targets, designed to ensure pupils are Secondary Ready by the end of Year 6.

In order to show progress, the target for each pupil is that they make 3 steps progress, from their start point, each academic year. This is deemed to be expected progress. More than expected progress is where pupils make 3+ steps progress.

In addition, targets for every pupil are set at the beginning of the academic year and reviewed by class teachers and SLT at the end of each half term.

These are set using a range of criteria;

- National end of year expectations for each year group
- An expectation of better than expected progress for every pupil each year, based on their age and ability
- The need to set challenging targets and accelerate progress for pupils who have not previously met EOY expectations for their age/ability
- Analysis of performance information and areas of improvement from RAISE Online
- Expected progress from EYFS to the end of KS1
- Expected progress from KS1 SATs to end of Year 4 (at least 6 steps)
- Expected progress from KS1 SATs to KS2 SATs (12 steps minimum)
- The targets are based on the highest expected outcome for every child based on their previous achievement
- End of year targets form the basis of monitoring pupil progress throughout the year and are the primary measure by which the impact of quality first teaching and interventions are judged.

**Reporting Assessment Information to Stakeholders**

Governors will scrutinise the effectiveness of the education provided through the various committees. Amongst other methods, the committees will scrutinise school performance information and hold Senior Leaders to account for the achievement of pupils and groups within the school in comparison to National Expectations.

Senior leaders will report whole school performance information analysis to Governors **at least 3** times per year at the end of the Autumn Term, Spring Term and Summer Term.

Governors will also analyse published and validated performance information such as RAISE Online and data dashboard in order to ascertain the schools strengths, areas for development and actions to address these.

**Assessment points throughout the Year**

There are six formally recorded and analysed assessment points throughout the academic year (7 in EYFS Reception);

- ☐ On Entry (EYFS only)
- ☐ Autumn Term 1
- ☐ Autumn Term 2 (October) – end of term Summative assessments.
- ☐ Spring Term 1
- ☐ Spring Term 2 (March)– end of term Summative assessments.
- ☐ Summer Term 1

□ Summer Term 2 (June)– end of term Summative assessments.

Pupils are assessed in Reading, Grammar, Punctuation and Spelling along with Maths. A wide range of standardised testing is available for teachers to use. Writing will be assessed by class teachers but moderation will take place in house as well as across the cluster of schools.

### **Newly Arrived Pupils**

All newly arrived pupils should be teacher assessed using school procedures by the end of their **SECOND WEEK** at school. This is their class teacher's responsibility.

Teachers should build an accurate ability picture by assessing the pupil in the following areas and ways –

#### **Reading**

- Using NFER Tests
- Using previous Standardised Assessment Tests (Year 2 and 6)

#### **Phonics**

- Using the Letters and Sounds Framework to assess what Phase the child is working within.
- Formal testing points each term as directed by phonics lead.

#### **Writing**

- Through their everyday writing outcomes using National Curriculum levels (Y2 & 6) or the 'I can..' statements

#### **Maths**

- Through their everyday mathematics outcomes using National Curriculum levels (Y2 & 6) or NFER tests

#### **Science**

- Through their everyday outcomes using the school's own Science Targets booklets and Rising Stars assessment tests.

If a child has come from another UK school, the child may have a 'CTF' file electronically transferred to the school. The performance information administrator / office manager must ensure this file and any physical records relating to the child (including assessment information) are received by the school. The performance information administrator is also responsible for uploading this information into O track, assigning any known vulnerabilities where appropriate.

Newly Arrived Pupils without prior KS1 performance information should have end of KS2 targets set for them by the end of the ½ term in which they arrive. This is the responsibility of the Assessment Lead.

### **Pupil Tracking and Performance information analysis**

In the penultimate week of each half term, teachers submit the data via email to the assessment lead. These assessments are then moderated by the SLT, to ensure consistency and support the professional development of staff.

The Headteacher, Deputy Headteacher analyse the performance information for the year groups they lead. This is done at the end of each half term.

Performance information analysis methods may differ depending on the year group, time of year and areas of concern identified. However, all analyses should include the following;

- Achievement by year group
- Achievement by gender
- Achievement by ethnic group/ language
- Achievement of pupils with disabilities and/or special educational needs (carried out by SENCO)
- Achievement of disadvantaged pupils who are eligible for the Pupil Premium

All analyses are compared against national expectations in order to identify which pupils are not achieving in line with expectations.

The purpose of the analysis is to plan effective intervention were required and to assess the impact of teaching and interventions which are currently in place.

All analysis documents must also be given to the Assessment Lead.

### **Appendices**

- i. Marking policy 2017
- ii. Book non- negotiables for staff and pupils
- iii. Assessment cycle for the academic year

## **Marking policy**

We at Winwick Primary School feel that:

- ☐ marking is an essential part of the assessment process. It enables teachers to assess whether children have achieved their learning objectives and informs future planning.
- ☐ marking of pupils' work in all subjects should be regarded as a regular means of communication with pupils about their individual progress.
- ☐ this communication needs to be in a form understood by the individual pupil.
- ☐ the feedback should be developmental and therefore inform the next step in a pupil's learning.

### **PURPOSES OF MARKING**

The aims of marking are:

- ☐ to motivate pupils' future effort by praising current achievements.
- ☐ to assist pupils by setting clear targets for development. These may relate to learning objectives and/or targets.
- ☐ to provide the teacher with feedback on how well pupils have understood their work and enable him/her to plan the next stage of teaching and learning.
- ☐ to enable the teacher to make judgements about pupil attainment, particularly with regard to the STAT.

### **GUIDELINES FOR MARKING**

Responses to children's work take the form of oral and written feedback and, when appropriate work is marked with the child. An emphasis is placed on the teacher feeding back to groups/classes at the end and/or beginning of lessons about progress made and points requiring further development. This supplements individual feedback and marking. Work is collected in regularly and returned, marked for the next time the child meets that piece of work. It is marked in line with agreed guidelines as follow:

1. Work will be marked in black ink. Staff should use the school's handwriting font - Nelson cursive (Pre cursive ok in FS) and ensure their spelling and grammar are accurate.

2. Responses should wherever possible be constructive, acknowledging what has been achieved as well as highlighting areas for improvement.
3. Developmental marking through our 'Star and a Wish' system should occur at least once a week for each child. Yellow highlighter used to pick out the star (successes) and green highlighter used to pick out an area for the pupil to respond to and improve. Children should be given the opportunity to answer their wishes and this should then be marked.
4. Correcting every mistake can be disheartening, so marking will relate to, and focus on, the WALT (rather than being a detailed written comment on all work). Pupils will be aware of the objective, as it will have been shared and explained at the beginning of the lesson. It will also be in their book at the top of the piece of work.
5. Teachers may decide that it would be more beneficial, on occasions, for the children to mark their work, for example, a spelling test or as part of self and peer marking.
6. Staff should ensure pupils' work is presented to a high standard and in line with the school's expectation.



# Our KS1 Marking Code

✓	You have met the WALT
~~~~~	spelling mistake
⦿	Full stop
↑	missing word or words
?	Check it makes sense
tt	Teacher Talk
👉 or I	Use finger spaces
✓✓	Good choice or word or language used
WALT?	no 'WALT' on work
●	Look at this again

# Marking Codes Key Stage 2

Code	Explanation
✓	you have met the WALT
<u>word underlined</u>	spelling mistake
O (circle)	Punctuation mistake or Punctuation needed
^	missing words
//	new paragraph needed
~~~ (wiggly line)	Word/sentence doesn't make sense
date?	no date on work
WALT?	no 'WALT' on work
tt	Teacher Talk
*	Complete follow up task

## **RESPONSIBILITIES**

### **It is the responsibility of the Curriculum Lead:**

- ☐ to monitor the consistent use of this policy across the school.

### **It is the responsibility of all classroom teachers:**

- ☐ to ensure that all classwork is marked regularly according to the Marking Policy.
- ☐ to encourage children to revise their work using pointers given in marking, when appropriate.
- ☐ to keep a record of attainment against key teaching objectives in accordance with the Assessment Policy.
- ☐ to explain the marking and assessment grading system to the pupils.
- ☐ to ensure that assessment information informs further curriculum planning.

## **Book non- negotiables for staff and pupils**

### **Our Aim:**

- To celebrate children's best work and learning;
- To learn transferable life skills of how to present their work;
- To raise children's self-esteem and pride in their work to encourage further improvements and creativity.

### **Who is it for?**

Ultimately for the child; The audience: stakeholders and visitors; Raise the school expectations and profile; build partnerships within the community; Record and evidence of children's learning and progress over time

### **Why present well?**

Respect for the child's own work; pride; learn skills; self-esteem; high expectations; evidence of progress and learning; modelled high expectations; children engaged in their learning: improved behaviour, motivation, purpose and able to share their work with confidence; children understand that their work needs to be neat and clear so that it can be read by others.

### **When?**

Children should always present their work well although have an understanding that skills such as jotting, note taking and drafts require less time spent on accuracy in presentation but should still be legible.

Presentation will develop as it is modelled to the children and they are supported in their presentation.

### **What does it look like?**

#### **All books:**

- ☐ Front covers with details of child, class teacher, year group, subject.
- ☐ WALT written as a title
- ☐ Dates and WALTs underlined in pencil (regardless of whether child writes in pen or pencil)
- ☐ Diagrams to be in pencil.
- ☐ All work in the book to be done in pencil...no pen in maths books.
- ☐ Success criteria sheets to be stuck in and assessment clearly marked. This should be annotated to show if this is self, peer or teacher assessed.
- ☐ S/I to be clearly indicated to show support or independence for each piece of work.
- ☐ Neat handwriting from staff and pupils, with clearly defined ascenders and descenders.
- ☐ Rulers must be used to draw lines and children trained in Y1 to do this.
- ☐ If children write their own date and WALT, ensure all letters are sitting on the line and lines are drawn using a ruler.
- ☐ Short dates to be used in Maths and Science, long date in English and foundation subjects.
- ☐ Paragraphs or sections of writing should be defined by an indent from Y2 upwards

- ☐ Numbers written within squares
- ☐ All worked marked by adults in black ink. See marking policy for symbols etc.
- ☐ Any mistakes to be crossed out using one neat line.
- ☐ Children will currently use pencil or pen if it has been awarded to them for neat handwriting.

***Children are modelled how to present their work and make it the best that it can be... use of visualisers to show excellent work in books.***

## **Assessment cycle for the academic year**

### **Formative & Summative**

- Curriculum content tests in Maths – written by class teachers or use of twinkle assessment for every topic covered.
- Twinkl fortnightly arithmetic assessments from Years 1 (summer term) upwards.
- Guided Reading judgements – AF decided by class teachers and updated weekly.
- Marking in books daily.
- Baseline assessment information to be submitted to assessment lead within the first four weeks of the academic year; this includes EYFS.
- Rainbow tracker information to be submitted to assessment lead by the penultimate week of each half term.
- SEND support meetings half termly.
- Progress reported to parents via parents evening in October and March
- Pupil progress within written reports in July
- NFER tests to take place within Years 3, 4 and 5 in October, March (re-issue the October test) and June.
- Phonics information will also be submitted half termly.
- SATs test from previous years to take place in October, March and then the actual tests in the May/ June.
- Pupil Progress meetings to take place following October, March and June assessments.