

CHINTHURST SCHOOL



Assessment for Learning & Reporting POLICY

TB/SN/WB/LDA February 2016 (Review Date February 2017)

AIM: The aim of this policy is to explain the layout of all school reports, so that a uniformed approach is adopted by all staff and departments. (All report structures are housed by the school's secure share site, accessible to all teachers through their own unique user domain).

INTERIM REPORTS: At each half-term, an A4 report card is sent home to parents indicating the effort and progress made during that period. Grades (1-5) are awarded in the following categories: Participation, Organisation, Presentation, Classwork and Homework and will be a realistic representation of the pupil's approach to studies.

EXAMINATIONS: Examinations are held throughout Years 3 to 7 at the end of the Autumn and Summer Terms. Year 8 have a full Common Entrance (CE) trial at the end of the Autumn and Spring Terms. In the Summer Term, Year 8 have their actual ISEB CE, usually in the first week in June. Pupils sitting Scholarship Examinations have a full trial at the end of the Autumn Term and early in the Spring Term, in preparation for their Scholarship Examination in the Spring Term. Scholarship candidates would have already successfully sat an internal Common Entrance Examination allowing them to embark upon the Scholarship Programme of Study.

TERM REPORTS: Autumn and Summer Reports are extensive documents that provide parents with detailed information about their child's progress. For each subject, teachers give a brief summary of the content covered, a thorough summary of the progress made and between 1-3 targets for development.

In **Years 3 to 8**, examination marks and average marks are also entered, along with grades for effort and achievement.

Form Teachers are responsible for:

- **Checking that Subject Reports have been completed by the set deadline and chasing up any outstanding reports;**
- **Proof reading completed reports and adding a Form Teacher comment, detailing the child's involvement in school life, relationship with peers and a general comment summarising successes and areas for development;**
- **Informing the Headmaster when they are ready for his comments.**
- **Once completed the reports are proof read by the Headmaster and Deputy Headmaster.**

Heads of Departments and subject teachers may wish to keep a copy of their subject reports for their own Departmental records of pupils, but this may vary from department to department depending on the system used by each department for keeping records of pupil attainment and progress. (Refer to Heads of Department and individual Departmental Handbooks)

SPRING REPORTS: These take the form of one A4 card.

Subject Teachers are responsible for

- **Entering all the effort and achievement grades**

Form Teachers are responsible for:

- **Checking that Subject Reports have been completed by the set deadline**

and chasing up any outstanding reports;

- ***Proof reading completed reports and adding a Form Teacher comment, detailing the child's involvement in school life, relationship with peers and a general comment summarising successes and areas for development;***
- ***Informing the Headmaster when they are ready for his comments.***

SATs TESTS: National Curriculum SATs Tests are administered and marked internally in Years 2 to 6. All results are collated and recorded by the Deputy Headmaster & The Assessment for Learning Coordinator. **(The school is currently researching an alternative online version of this assessment process.)**

Subject teachers responsible for these tests should

- ***Collate individual and standardised results for their groups and pass them to the Deputy Headmaster & The Assessment for Learning Coordinator***

PUPIL RECORDS: Each pupil has his/her own data held within a class folder, stored electronically on the School Server. Each file should contain:

- a) English and Maths progress sheets housed on the 'shared-drive' on the school server. These sheets should be completed and kept up to date by the ***English and Maths teachers.***
- b) The results of VR/NVR tests carried out in Years 1-8.
- c) The 'record of achievement', to be completed throughout the year by the ***Form Teacher.*** This should be kept up to date when appropriate.
- d) Each subject teacher is responsible for keeping records of all pupils' attainment, progress, and effort up to date aforementioned folders (c).
- e) *All teachers* are responsible for keeping their own up-to-date records of the pupils they teach. These 'Mark books'/ 'Pupil records' may need to be used for reference at any time during the year.

WRITING REPORTS GUIDELINES

The writing of reports for parents should be a constructive and honest exercise in informing parents of all aspects of their child's progress – academic, musical, artistic, sporting, behavioural, and social.

It is our responsibility to provide an honest picture of the 'whole child', bearing in mind that something good and constructive must be said about every pupil. When writing reports, it is important to consider the 'wider picture' and remember what has gone before as well as what may happen in the future.

Whilst being honest, it is important to try to be positive in your comments. Where possible, make the report sound as personal as possible by using the pupil's name rather than an impersonal 'he or she.'

A good report should:

- Inform as to what the child has been doing
- Identify achievements
- Give advice for the future

Spelling

All reports should be correctly spelt and legible. Please do not think that the fact that this section has been included is a comment about your own spelling. Below is simply a list of some of the most frequently incorrectly spelt words in school reports.

All right (not alright)

Allotted

Assessment

Attitude

Benefit - benefited

Commitment - committed

Competent

Focused

Fulfil - fulfilled

Humour - humorous

Independent

Keeness

Liaise

Manageable

Misspell

Occasionally

Practice: noun eg 'a football practice'

Practise: verb eg 'he must practise his reading'

(same with advise and advice)

principal - school principal, principal parts of speech

principle - as in, a man/woman of principles

proceed - procedure

relevant - relevance

successful

unnecessary

aloud - out loud

allowed - permitted

occurrence

four/fourteen - but, forty

between - sharing between two people

among - sharing between more than two

beside - by the side of

besides - in addition to

shall (first person) I shall, we shall

will (other persons) they will etc

disinterested - without taking sides

uninterested - without interest

(a judge should be disinterested but not uninterested)

List of Positive Words and Phrases

You may find the following list a useful source of alternative words when writing reports:

Cheerful	polite	mature
Intelligent	helpful	considerate
Kind	responsible	conscientious
Popular	interested	keen
Patient	tries	eager
Happy	imaginative	able
Talented	good humoured	initiative
Reliable	caring	persevering
Determined	serious	sensible
Sharp / quick mind	steady	resourceful
High standards	excels	confident
Lively	sensitive	independent
Polite	friendly	diligent
Efficient	industrious	attitude
Successful	highly motivated	systematic
Pleasant	perseverance	capable
Consistent	methodical	exemplary
Enthusiastic	natural ability	consistent