



**Five  
Rivers®**

**FIVE RIVERS  
CHILDCARE LTD**

**Assessment  
Policy &  
Procedure  
-  
Sky Vale  
School**

***'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'***

Policy Owner	Head Teacher
Authoriser	Head of Education
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# Assessment, Planning, Recording and Reporting Policy

## 1. Policy Statement

- 1.1 The assessment of student progress is an important part of the learning process and should lie at the heart of curriculum planning, teaching and programme evaluation.

## 1.2 Terms and Definitions

- 1.2.1 The table below sets out a number of terms and definitions used within this document:

Term	Definition
PEP	Personal Education Plan

## 1.3 Data Protection

- 1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- 1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

## 1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

## 2. Assessment, Planning, Recording and Reporting Procedure

### 2.1 What is Assessment?

- 2.1.1 Effective assessment will give feedback about student needs and student progress. It will provide information and evidence of attainment for recording purposes and for reporting to students, parents and others. The student is central to the process of assessment and individual involvement in this process is to be encouraged, developed and valued. Assessment practice should have a positive impact on students' attitudes, motivation, achievement and self-esteem. Assessments also provide information for teaching staff to identify areas for targeted interventions to assist the students in making the best progress that they can.
- 2.1.2 The benefits to assessment include:
- Improved focus on the quality of teaching and learning
  - Greater clarity of objectives and expectations in the classroom
  - Clearer understanding of national standards
  - Greater consistency and rigour in the assessment process
  - Improved understanding among students of how they can learn most effectively
  - Better appreciation among parents/carers of how they may support their children's learning

### 2.2 The Aims of Assessment

- 2.2.1 Assessment has a number of distinct purposes:
- **Formative** – this is the on-going process in which students' positive achievements can be recognised, discussed and recorded.
  - **Diagnostic** – this form of assessment identifies learning difficulties which may be scrutinised and classified so that help and guidance can be provided
  - **Summative** - provides a 'picture' of the overall achievement of a student at the end of a particular stage, phase or year.
  - **Evaluation** – is a means by which some aspects of the curricular provisions of the school may be assessed. This process may result in the identification of any whole school needs whereby future targets can be set and built into the school's improvement plan

## 2.3 Assessment is a continuous process at Sky Vale, and we assess for different reasons:

- To identify specific learning strengths and weaknesses
- To indicate the next step in the learning process
- To provide a vehicle for feedback, diagnosis and action
- To measure students' attainment against National Curriculum attainment targets
- To measure attainment within a year group and/or against established criteria
- To highlight and record positive achievement
- To encourage students to take ownership of their own learning and personal development through target setting and self-assessment
- To help the teacher to evaluate the teaching programme
- To assist in the evaluation of the school curriculum
- To inform parents/carers of their child's progress, attainment and achievement
- To provide employers, Further Education institutions and other outside agencies with a full picture of students' attainment, skills, attributes and achievements
- To identify areas of strength and need in specific areas of the student learning
- To identify the effectiveness of specific targeted interventions for individual students after deployment

## 2.4 Assessment of Learning

2.4.1 Assessment of students' progress in a subject is fundamental to effective teaching. Assessment of learning tends to be summative and is carried out periodically. Often the results of these assessments are reported in grades, levels or point scores and may even be set alongside national standards so that a student, parent, teacher or school can evaluate their performance against that of others.

2.4.2 The following table summarises the summative and formative practices, which take place in this school.

<b>Summative Assessment (Measuring Attainment)</b>	<b>Formative Assessment (Enabling Achievement)</b>
Statutory tests	Clarifying learning objectives and success criteria at the planning stage
Non-statutory 'optional' tests	Sharing learning objectives and success criteria with students
External examinations	Appropriate and effective questioning

Deciding Teacher Assessment levels	Focusing oral and written feedback around the learning objective
Recall questions, which establish current knowledge	Raising student efficacy
Any data about student performance	

## 2.5 Learning Objectives

- 2.5.1 Learning objectives are clearly defined and are measurable in terms of success criteria. The learning objectives should be clearly stated on planning and the pupils' work.

## 2.6 Success Criteria

- 2.6.1 It is important to help students to understand and recognise the standards they are aiming for in set tasks. Having clearly defined tasks and success criteria are key to this.

## 2.7 Questioning

- 2.7.1 Through questioning promotes the active involvement of students in their own learning. Skilful questioning by teachers is key to enabling students to think further and independently.

## 2.8 Self-Assessment

- 2.8.1 Where student involvement is high there is maximum opportunity for learning to take place.
- 2.8.2 When students are involved in the analysis and constructive criticism of their own work reflection, pride, modification and improvement become a natural part of the learning process. Self-assessment is also encouraged via methods such as dialogue in marking (verbal and student response reflected in comments/ marking) and self-reflection through dialogue and self-evaluation sheets.
- 2.8.3 Staff collaborate regularly to monitor, evaluate, and plan for individual pupil targets. These meetings involve not only teachers and subject staff but also the pupils themselves, who are encouraged to reflect on and self-assess their progress. This process helps pupils better understand their learning journey and take ownership of it.
- 2.8.4 All pupils have clearly defined targets in English, Maths, Reading, and SEMH, which are recorded in the back of their books to support progress across all subjects. Staff refer to these targets

regularly to ensure a consistent and focused approach to teaching and learning. Pupils are encouraged to review their targets at the beginning of each lesson, helping them remain focused and engaged with their personal goals.

- 2.8.5 Pupils also self-assess their learning journey – this informs the future planning – wherein the staff recap the aspects of learning that the pupil is not confident in.

## 2.9 Providing Quality Feedback

- 2.9.1 Feedback is often written and oral from the teachers, as well as self-assessment by the students. This is to support their autonomy, confidence and independence.
- 2.9.2 Marking should be part of a process of dialogue with the student that highlights their strengths and areas for improvement. All marking must be constructive and positive in tone. Students should be encouraged to look at the journey they need to take to academic improvement rather than define themselves in terms of academic levels.
- 2.9.3 Staff use comments that are constructive to highlight the key strengths in the learning as well as the targets for improvement.

## 2.10 Oral feedback

- 2.10.1 This is one form of interactive feedback at Sky Vale School. It is used more readily in practical subjects and has a range of purposes, which include, appraising, seeking clarification, redirecting learning and encouraging reflection. On many occasions, this also supports the student's mental wellbeing, and a discussion is often had to unpick and support future targets and learning journey.

## 2.11 Marking

- 2.11.1 All children have their work marked to encourage higher achievement, self-esteem and understanding of progression. Marking and feedback are an essential part of the teaching and learning process. It should reflect the learning intention and success criteria and be linked wherever possible to the children's targets.
- 2.11.2 The purpose of marking is to help children become better learners by giving a clear picture of what they have done and what they need to develop. Marking provides suggestions for the next learning task and strategies for improvement as well as identifying targets for individual students which will enable them to make progress.
- 2.11.3 All work is to be marked prior to the next lesson. Marking is done, with red pen by the teacher and the pupil respond with green pen, for all pieces of work or groupings of work from each session. A marking feedback sheet should be used for each lesson. The student should be

involved in dialogue in the process of marking work, where possible, to identify their successes and their next steps. If the student declines to contribute/ comment for these sections, teachers can write comments on these as they deem appropriate.

- 2.11.4 Student targets are reflected in marking comments to promote whole school effort in working towards the specified goals that are set for the young person to aspire to. (Please see marking policy)

## 2.12 Review

- 2.12.1 This involves both the teacher and the student in reviewing and reflecting on assessment information.
- 2.12.2 The Head of Education is required to ensure that staff are keeping a clear record of attainment awarded to students.

## 2.13 Baseline and Targets

- 2.13.1 Students will complete a baseline assessment in Literacy and Numeracy to identify learning gaps. Baseline assessments are also used for planning targeted interventions to raise the levels of literacy and numeracy amongst the students.
- 2.13.2 Students will be assessed in English and Maths through teacher assessment using the National Curriculum, as well as through discussions, games, and year-related tests. This will give an accurate assessment to inform teachers' planning, ensuring students are learning at the appropriate level. Each term, teachers will provide targets for all students. Targets should be both realistic and aspirational. Progress towards these targets will be monitored by the Headteacher and the Head of Education and reported to parents or social workers each term.
- 2.13.3 At PEP meetings teachers provide targets for all students which are worked towards by all staff in collaboration. Targets set are realistic, aspirational and should be SMART. Progress towards these targets will be monitored by the Head of Education and reported to parents or social workers at each PEP meeting and at each full termly report. Targets are reflected in marking.

## 2.14 Formal Assessment – Class work

- 2.14.1 Formal assessment of students' class work will be closely linked to the National Curriculum. At the end of every term, students are formally assessed in Maths and English to determine the progress made during the term.
- 2.14.2 At Sky Vale, we aim for children to achieve as much as possible with the aim to close the gap between their achievement and national expectations through the volume of work conducted on a weekly basis. However, this will be dependent upon the needs and the abilities of our students.



2.14.3 Assessment for learning is utilised daily as needed to support planning to ensure there is clear progression of skills and to challenge learners. All lessons have clear learning objectives and success criteria linked to the learning.

Table 1 – The achievement descriptors

	S	Secure
	E	Expected
	B	Beginning

2.14.4 Progress made by students is expected to be strong and sustained and expectations are high. However, a student's progress may be impacted by factors such as SEN, poor attendance and behaviour. Information regarding this is available in their records.

2.14.5 The underlying standard of teaching at the provision must be high by default. Teachers and teaching assistants will all participate in well-coordinated interventions on a highly individualised basis for each student to help them make as much progress as possible. However, students are expected to take ownership of their education and be active participants in the process of improvement.

2.14.6 Targets are important for several reasons:

- a way of raising achievement levels for each individual student
- a way of monitoring progress, assessing, and recording achievement
- a means of giving status to individual achievements and tasks
- a way of recognising and enhancing learning preferences
- a way of making learning student-centred
- a way of allowing students to take responsibility for their learning
- maintains a constant discussion about strengths and weakness
- it can address aspects of motivation at a personal level

## 2.15 Recording and Reporting – Annual Reports to Parents/Carers/Local Authority

2.15.1 School reports are completed and distributed to families and social workers each term and are available to students.

2.15.2 Reporting is accurate and realistic. It must always accentuate the positive, and progress made, whilst acknowledging that there may be areas that still need further attention.

## 2.16 Recording

2.16.1 We record progress through:

- Targets
- Pupil Profiles
- Annotation of work

- Short-term objectives
- Academic Reviews and reports of progress (Placement reviews, Interim reviews, Annual reviews, and general reports)
- Termly reports
- Any educational assessments undertaken by the teacher
- Any Certificates awarded

### 3. Roles and Responsibilities

#### **Head of Education**

The Head of Education has a responsibility to ensure that the school meets the statutory requirements in relation to assessment and the setting of targets.

#### **Head Teacher**

Implement assessment for learning principles within the classroom.

Enable students to develop the skills of self and peer-assessment.

Identify students in need of support and liaise with the Head of Education.

Use agreed range of assessment methods and techniques to gather information in line with policy.

Record significant progress

Review evidence and finalise TA

Implement internal and external tests

Contribute to discussion on performance data

Report to parents/carers concerning student progress, attainment, and next steps Ensure information is available for next teacher or school