

Greenhill School



Assessment, Recording & Reporting Policy 2014-2015

The Prime Purpose of Assessment is to Improve Pupils' Performance.

Aims

- To diagnose pupils' strengths and weaknesses.
- To match the work of the classroom to pupils' capabilities.
- To involve pupils in discussion and self-appraisal.

Strategy

Assessment Leader

- The Deputy Head effectively co-ordinates our assessment policy.

Teachers' Planning

- All planning gives clear learning objectives and a variety of differentiated assessment tasks.
- All planning is checked periodically by the Leader for Assessment.

Assessment Procedures

- A variety of assessments are used throughout the year for baseline and value added data eg New Macmillan (reading and comprehension), Young's spelling and QCA (maths).

Test Results and Target Setting

- All test results and teacher assessments are analysed and targets are set for all pupils by the leadership team in consultation with subject leaders.

Assessment Records

- Detailed assessment records are kept on each pupil which follow the pupil through the school. These are available on the school network's 'Shared Documents'.
- Transfer records are in place when Y6 leave to join Greenhill.

Moderation

- Annual moderation meetings take place when the teachers assess the pupils' work and allocate levels.

Class Portfolios

- All teachers should compile portfolios of moderated pupils work.

Reporting

- Parent-teacher consultations and annual reports keep parents up-to-date with the progress of their children.

Review

- Each year we review and make the necessary amendments to our assessment strategy.

REVIEW DATE:

SIGNED: _____
Jayne Cowan – Chair of Governors