



ASSESSMENT POLICY

2019

Responsible:	
Review:	

The overall purpose of this policy is to ensure collective understanding of the philosophies and principles that underpin assessment, recording and reporting throughout the school, in line with the statutory requirements of the National Curriculum.

It is intended that the guidance section of this document will be used as a framework for individual departments/teachers.

“The quality of assessment has a significant impact on attitudes to learning and on attainment in schools by stimulating and challenging pupils to work hard and by encouraging teachers to focus on how to improve the learning of individual pupils”

(Ofsted, “Good Assessment in Secondary Schools”)

Key Principles & Purpose

To ensure that all pupils reach their full potential and develop into autonomous learners, the assessment policy of Pencoedre High School has been developed with the following principles in mind:

- To acknowledge that assessment is an essential component of teaching & learning and is part of the same process;
- To provide clear guidelines on the schools approach to assessment.
- To establish a coherent approach to assessment across all Departments.
- To provide a system of assessment that is clear to students, staff and parents and to ensure that the individual pupil plays an active role in the assessment process;
- To ensure that assessment and marking leads to all students making progress. A key factor to recognise is the wide range of abilities in each year group and recognise that each individual pupil is at the heart of the learning process;
- To provide meaningful feedback to students allowing them to recognise their strengths and to offer advice on how to improve and raise attainment.
- To ensure that the legal requirements are met in accordance with the National Curriculum Orders

A Key consideration to acknowledge is that different teachers and departments are at different stages of change and implementation and will require time to develop towards the full aims of this policy;

The Purpose of Assessment

For Pupils:

The main purpose of assessment is to assist each individual pupil to improve standards of achievement and to motivate him/her to work towards specific targets. Students should review and respond to the info contained on the progress sheet plus take guidance from any formative guidance teachers include in the on going assessment of work.

For the Teacher:

Teachers are encouraged to keep records of current assessment/ attainment. The outcomes of assessment will identify each individual's current attainment against set criteria thus allowing teachers to evaluate teaching and learning and make changes/modifications for future planning & delivery as part of whole school self-evaluation.

For Parents:

The results of formative and summative assessment will allow the school to transfer information of pupils' attainment to parents. The policy of the school is to inform pupils and parents of **learning targets to help clarify aspects to refine and build on** in addition to summarising attainment. A key mechanism for making feedback available is the progress sheet which should be inserted in the front of each pupil's book plus verbal feedback given in parents evenings and the provision of report data as per the school calendar.

For the Headteacher & Governors:

To provide comparative evidence of the overall current attainment of all pupils across all subjects, in order to inform future planning and development of the school as part of the self-evaluation process. Teacher estimates of progress are available via the school MIS and are updated each half term

Roles & Responsibilities: Who Does What?

Classroom Teacher:

- Setting and communicating appropriate, differentiated learning objectives for each lesson and each unit of work.
- Communicate assessment criteria.
- Provide opportunities for students to engage in peer and self-assessment opportunities as part of assessment for learning strategies in the classroom
- Mark and assess work regularly. Including assessing work against NC levels, KS4 or post 16 grade criteria and communicate these to students.
- Give feedback that enables all students to make progress.
- Record all appropriate data and information in a range of ways including identifying pupils in need of support & liaise with SENCO re strategies & IEP's.
- Use assessment data to record significant progress/underachievement/under attainment & implement strategies for improvement

- Contribute to departmental discussion / review on performance data
- Provide accurate data for Progress Tracker checks derived from teacher assessments carried out each Half Term (HT Progress 1-5) compared to pupil and school targets.
- Report to parents – pupil progress, attainment, next steps including at KS3 ref. to the LNF
- Provide data and information for new teachers of student transfer.
- Keep up to date with pedagogical research and share good practice.
- Provide statutory data as required.

Leaders of Learning (Subject Heads):

In the context of assessment all Leaders of Learning should provide leadership in ensuring that:

- All teachers plan for formative and summative assessment and identify assessment opportunities checking that assessment and marking procedures are implemented effectively
- Ensure SOW include clear learning objectives and a range of strategies for assessment in the subject
- Ensure the focus within the classroom is upon developing skills and **assessment for learning**, including appropriate feedback to students.
- A range of evidence is produced to support judgements regarding progress, achievement & attainment and utilising Assessing Pupil Progress [APP] rationales as a structure for assessment where applicable.
- The feedback that teachers give to students is diagnostic, formative and understood by students through work book sampling and lesson observations.
- Regular moderation/standardisation is planned for within the faculty to develop consistency of judgements through agreement of standards and generating portfolios of moderated pupils' work in light of ACCAC arrangements;
- Whole school deadlines and statutory requirements are met including CSC deadlines, WAG, Dewi
- Regular monitoring of the progress of individuals and groups takes place and action is taken to promote achievement and progress.
- Regular analysis of assessment data takes place with the subject team to monitor standards and set appropriately challenging targets
- Identify underperforming pupils & implement strategies for improvement within the subject
- Use data to review the curriculum with the subject team
- Liaison with external and internal school Officers re: Entries for all examinations is current and up to date.
- Identify & share good practice including providing a regular report to SMT & Governors on standards
- Use a variety of methods to monitor, evaluate & review practice of assessment to inform future planning

Leader of Student Support

- In line with other staff, identify pupils with SEN and assess their specific needs, formulate IEP's to address these needs;

- Work with other staff to develop and support appropriate assessment methods and differentiation for pupils on the SEN Register & share good practice at whole school level;
- Liaise with external agencies over formal assessment for statement pupils;
- Monitor & evaluate performance data for pupils on the Register;
- Arrange appropriate adaptations to end of Key Stage assessments & other appropriate tests
- Liaise and support Heads of Year in developing and sustaining intervention strategies
- Make sure appropriate access assessments/ arrangements are in place for designated students.

Leaders of Progress:

- Monitor & track progress of all pupils across the range of subjects within a given year group to identify good progress, significant progress, underachievement & under attainment through **data analysis, classroom observation, pupil/staff questionnaires etc.;**
- Able to provide feedback to students and parents whose progress and achievement is particularly good.
- They intervene with support and challenge strategies where a student or group of students is underachieving in relation to expectations.
- Regular liaison with **Leaders of Learning** /Senior staff/SENCO and Subject teachers concerning individual student progress **and implementing strategies for improvement;**
- Liaise with parents of pupils significantly achieving & underperforming across a range of subjects;
- Assist AHT's with below mentioned tasks as appropriate.

Examinations Officer / Data Manager:

- To liaise with appropriate staff/students/parents/exam boards regarding all aspects of external assessment and take responsibility for the organisation and invigilation of all internal school examinations along with the examinations co-ordinator.
- To ensure that all centrally held data in relation to student's attainment, achievement and progress
- Is kept up to date within SIMS.net to ensure as a data analysis tool our MIS remains current. This applies to KS3, KS4 and sixth form classes.
- To provide appropriate reports related to the attainment, achievement and progress of individual students, and groups of students across the school.
- Co-ordinate Base Line Assessments – NFER, ALPS, PISA etc. as appropriate, including the National Literacy and Numeracy tests

Assessment Co-ordinator (Assistant Head teacher)

- Ensure provision is made for Base Line Assessments – where required
- Identify & support training needs
- Ensure that statutory requirements are met
- Consult with, support & advise subject leaders & teachers on effective approaches to ARR
- Develop & co-ordinate a regular review of ARR whole school policy
- Create opportunities to share good practice amongst colleagues
- Deputy Examinations Officer in relation to all testing/exams

- Summarise & evaluate information from baseline assessment tests and the school's own assessments to use as the basis for the SDP and target setting and provide relevant info to relevant parties
- Ensure that assessment data is effectively gathered and collated. Disseminate assessment information throughout the school;
- Co-ordinate the sampling of pupils' work to monitor good practice in marking and develop accountability and consistency across the School;

Head Teacher

- Ensure assessment systems are manageable & adhered to;
- Prepare data for governors' report to parents;
- Quality Assurance of whole process.

Classroom practice:

- Learning objectives must be made clear at the start of each lesson.
- Success criteria related to focused tasks or extended learning tasks must be shared with students and modelled throughout lessons.
- Skilful questioning must be used to assess attainment (using, for example, Bloom's Taxonomy) and set targets for further progression
- Monitor learning throughout lessons in order to continuously assess the pace and strength of progress and to intervene to address misconceptions by reshaping and modifying teaching to meet students' needs
- Plenary phases must be used within lessons to assess progress and summarise learning.
- Praise progress and reward achievement through comments and the school's praise and reward systems.

Target-Setting:

Target levels are to be set for achievement of students at the end of each Key Stage and in Ks3 for each Yr group. Student targets are based upon all available data and are centrally recorded within SIMS.net. Targets are referred to as Teacher Target Levels [KS3] and Teacher Target Grades [KS4]. Target Levels and Target Grades are regularly compared with Teacher Progress judgements in order to measure student performance. Each student has a target for each subject studied. The **grade / level** should be **challenging**.

Staff/ departments must use **estimated data indicators** as a guide plus in generating teacher targets their own professional judgement.

The assessment data available

- *End of Ks2 assessments (where available from feeder schools these are further defined into sub levels)*
- *National Literacy and Numeracy procedural and reasoning test results as raw scores and standardised scores*

- *FFT (Fischer Family Trust) estimates based on prior attainment KS2 – Ks3 and Ks2 to Ks4 plus FFT estimates will be utilised Ks4- post 16 when available. At time of writing this data set is not at present available. With FFT Live the school has moved from type D targets to*
- *plus annual reading test results*
- *Alps estimates for post 16 courses using the 75 percentile indicator*

For yr7 intake there are 2 key processes used to help define targets -1. results of the national Literacy and Numeracy tests are used in conjunction with the previous yrs. upper benchmarking quartiles to generate a Yr. grp target and subsequently individual pupil targets. 2. End of KS2 assessments are increased by 2 levels to create individual targets. When National data sets are made available the pupil targets are reviewed to ensure student targets are at least in line with FFT estimates but ideally quartile 1.

Teacher Targets can be **raised** as students' progress year to year- very rarely should they be lowered from FFT estimates for the key stage.

Marking and Feedback:

Learning objectives and learning outcomes are used as the benchmark for oral and written feedback. They should be shared and made clear to the students in advance of attempting a task. Students should receive regular and detailed feedback on their work, which is constructive, informative and focused, so that they understand how they are progressing and what steps they need to take to improve.

Assessed written work and feedback on oral work should normally be returned within 10 working days of its completion/submission dedicating quality class time to its return, discussion and student reflection.

All students' work should be acknowledged and regularly marked. Teachers are required to comply with the School marking policy

Teachers are responsible for recording marks or comments for students' work regularly to ensure that written evidence is available to inform discussions with students, parents and colleagues.

Assessment - a common Practice

Assessment needs to be easy to understand and have a relative consistency department to department and key stage to key stage. It also should reflect or have common principles to our school's report process. Staff are required to provide formative feedback each half term via the Progress sheets that should be available in the front of each students exercise book

Ks3 Students should receive written feedback as a minimum at least once every half term that is linked to specific topics of study or pieces of work. There is an expectation that subjects with more teaching allocation time will assess and feedback with greater frequency.

(Depts. have the opportunity to disclose Ks3 progress levels but clearly staff need to consider the pupil perspective as a motivational/ demotivating tool.)

KS4 and Post 16 courses – Students should receive written feedback a minimum of once every term that is linked to schemes of work. Teacher target grades should be included as a point of reference- these in turn should at least mimic / reflect external indicators such as FFT KS4 estimate and for Post 16 Alps a level estimate.

BASIC MARKING SYMBOLS – for use in teacher feedback. Staff are encouraged to use the following codes to support literacy whole school development.

Meaning	Code for use in feedback
Spelling error	sp
Wrong word	ww
Verbal	v
Grammar error	gr
Quotation	q
Target for development	t
New paragraph	//
Expression	exp
Point, Evidence, Explanation	PEE
Underline	u
Homework	h/w

- Misspelt subject specific vocabulary should be underlined and corrected as appropriate to the ability of the group.
- All teaching staff should expect pupils to underline titles and present work to an acceptable standard appropriate to their handwriting ability. Poor presentation should be challenged either verbally or through written comments. If appropriate, pupils can be directed to repeat a piece of very poorly presented work.
- Unless directed differently by the classroom teacher, it is an expectation that pupils write with a black or blue pen, and complete diagrams and charts in pencil, using a ruler.
- When pupils are writing and make an error they should be told to draw a neat line through the error. The use of liquid paper should be discouraged.

Benefits whole school

- It would be beneficial to be able to provide students with a **common framework** that encourages them to become familiar with what is good about their work and what needs to be addressed to make their future work even better.
- Common assessment feedback should heighten student **understanding and appreciation** of the teacher judgements being made.
- The benefit would be a move to further **standardising aspects of assessment** and as a consequence it allows us as a school to **tracking and monitor individuals** that can be accessed from a variety of levels for a variety of interventions.

An assessment sheet should include the End of Year Target for Ks3 or Key Stage Target Ks4 and post 16 but also at periodic intervals dated teacher feedback regarding

- Progress
- Effort
- Strengths or good features
- aspects for improvement.

All of these link to our report systems.

The assessment feedback can be summarised in series of regular teacher judgements available at the front of each student's workbook/ exercise book and should be available via the school MIS.

Recording - *a common Practice*

- Departmental assessment records need to be easy to use by departmental staff and have similarity department to department. It should be informative and have common principles to our school's report process.
- It should allow formative judgements to be made.
- It allows us to **develop record systems** that can be accessed by a number of staff.

Progress Assessments

At the outset it is important to remember the progress sheets available in SIMS for each subject and class are not intended to operate as a mark book. Departmental mark books should be developed to suit the individual recording requirements of the department at the departments discretion and the intention is to give each Department the opportunity to have a mark book in SIMS should it be required. The progress and data sheets available in Sims are part of a whole school approach to making formative judgements on students working toward end of year attainment. The progress record should be based on work carried out and be the Teachers judgement on the level of attainment anticipated by the end of the year. This anticipated attainment can then be compared to estimates such as FFT and Teacher Target estimates.

Teacher Assessment on progress sheets should provide regular estimates of the anticipated progress of the student by the end of the year (if they continued to work in the same way). So each data input whether it is for HT1,2,3,4 or 5 should reflect a teacher's professional judgement on a pupil's trajectory /outcome if current rate of attainment/ attitude to learning is maintained. The teacher is being asked to make a judgement at regular intervals on how the student's performance is liable to have an effect on their end of year attainment to help identify and ultimately improve the capacity for intervention regarding under performance.

There should be a similar approach in all Key Stages

- **Ks 3** (yr7-8) NC levels with the inclusion of Sub levels A (higher),B (median) and C (lower) to record anticipated level attainment.
- **Ks4/5** End of KS grades e.g. A*-G, Distinction-Fail as appropriate to reflect achievement at the end of the course. For yr 9 Maths/ English/ Science/ core PE and Welsh depts continue to record progress with Ks3 levels. For all Options subjects depts record yr9 progress using the appropriate Ks4 grades sets there is also the additional inclusion of NC levels at particular points in the school year to facilitate the monitoring of end of Key Stage Levels.

Example: A child with a teacher target of 4a for the end of year 7. If the teacher thinks the student will achieve this by the end of the year (even if they achieve a lower grade on a current assessment) then they would record 4a on the progress sheet. If the teacher thinks that if the student continues with current performance they are likely to exceed this grade then it would be appropriate to input a higher level assessment. Similarly if a pupil is currently not working sufficiently to result in a 4a at the end of the year then the teacher would record a lower level estimate. This methodology will then allow a way of identifying pupil/ class/ or Yr. group performance.

Clearly the judgements are based on the confidence level of the teacher to accurately estimate end of year attainment. Analysis will be based on progress judgments being compared to Teacher Targets. Given that this is an estimate and as such cannot be seen to be completely accurate in all cases we have to see this as a diagnostic tool to help in identifying patterns of underperformance by students. At KS4 and 5 direct comparisons can be made between estimates and progress judgements. At Ks3 formula are applied to each assessment to help us analyse performance within a tolerance at any given time as exceeding, meeting or underachieving. To do this initially the NC sub levels are created in Sims with a numerical value, each sub level is worth 2 points rising with each sub level. The tolerance can therefore be adjusted in the assessment calendar is -2 (earlier judgements have the capacity for greater tolerance)

Testing Knowledge & Understanding - a common Practice

- Testing pupils to gain a greater appreciation of their ability to work under “exam conditions” will occur to the timeframes set out in the school calendar.
- These should not be seen as an end of year exam more as an opportunity to see what information a student has been able to retain and use in a more formal test context.
- The results of any test should not to become a key aspect of any report writing but it can be used as part of departmental assessment processes.
- Not to be used as sole evidence for any potential setting- it is intended to **verify knowledge gained and understanding.**
- There is opportunity for departments to use the testing as a vehicle for pupils to experience controlled assessment tasks.
- Testing will be carried out in lessons and for practicality **departments should take responsibility for co-ordination within the timeframe.** Staff must give students prior notification of the test.
- It must be made clear it is not to be used for setting- it is intended to **verify knowledge gained and understanding.**

Recording & Reporting – Aims

The ability to track and monitor individual pupil progress across and between all Key Stages as part of ongoing self-evaluation & review is a key aim of the school. The procedures :

- Provide all class subject teachers with prior attainment and progress information in Sims for all pupils taught including SEN information;
- Provide data information on each student made available via class Data Info sheets. Given the range of information made available to staff via the school MIS it is imperative that staff utilise the information discreetly and the info held in these Data sheets is not shared with the class via projector or open discussion.

- Ensure that year on year subject information regarding progress and next steps are generated and available for teachers subsequently teaching the pupils;
- Provide end of Key Stage estimates as defined by selected external providers such as NFER, FFT & ALPS. (These will be used to help generate targets, targets will be subject to discussion and possible amendment based upon the teachers judgment taking into account the personal, individual circumstances of the pupil in liaison with Leaders of Learning and as part of the departmental review of targets with VMB)
- Enable departmental staff to track and monitor progress of pupils to identify underachievement and attainment of groups and individual pupils termly, identify year on year trends etc.
- Ensure that subject teachers and Leaders of Learning are able to use the data to effectively plan teaching & learning, employ intervention strategies to support underachievement, and identify pupils worthy of commendation for academic achievement within the department.
- Provide comparative data across all subjects as part of whole school self-evaluation and review and target setting;
- Provide comparative data across subjects for individual pupils to enable form teachers, Wellbeing co-ordinator, Leaders of School and SENCO to identify pupils who are underachieving, under attaining and worthy of commendation;
- Provide comparative information for SEN intervention and monitoring and tracking progress across subjects to allow the effective compiling of IEP's & their review;

Recording – Method

Performance data is collected via SIMS progress sheets five times a year for yrs7-10 students .Yr11 – 13 students will require data input HT1-4

Attitude to Learning grades are also collected six times a year for every student, these are based on standardised classroom behaviours. The classroom behaviours help to build up a picture of the pupil's academic and pastoral attitude assessments are made using A-Always, U- Usually, S- Sometimes, and R-Rarely

Teacher Assessed Levels [KS3]/Estimated Grades [KS4] have the capacity to be published to students and parents five times a year through the schools system of Progress Trackers. Information is available in the relevant format as follows :

Exceeding. Teacher judgement indicates individual performance is exceptional relative to estimated Teacher Target. It is likely that the pupil will outperform target level/grade if current level of progress & effort is maintained

Meeting. Teacher judgement indicates individual performance is in line with End of Key Stage Teacher Target. Likely that the pupil will achieve Target if current progress is maintained

Not Meeting. Performance is a concern. It is unlikely that the pupil will achieve the target if current progress continues.

Example Progress Sheet Yr11 English (Columns for HT1 repeated for Ht2-5)

Surname Forename	EN TA English Subject KS Key Stage 3 Validated Result	FFT GCSE ENGLISH	En Y11 Teacher Target Year 11	En Progress Y11 HT1 Year 11	En-Demo gd wk eth Y11 HT1 Year 11	En-Hwk deadlines Y11 HT1 Year 11	En-Improve Own Le Y11 HT1 Year 11	En-Works well oth Y11 HT1 Year 11	En Y11 Behav HT1 Year 11
	Whole Level 3-8	A*-G	A*-G	A*-G	A/U/S/R	A/U/S/R	A/U/S/R	A/U/S/R	A/U/S/R

Example Data Info sheet Yr11 English (Prog check is HT input compared to Teacher Target)

Surname Forename	Gender	Reg Group	FSM	Ethnicity	SEN Status	SEN Need	Looked After	EAL	% Attendance	Exam No.	MOD MOD	Acc Arr Reader Access Arrangement	Acc Arr Scribe Access Arrangement	Acc Arr Laptop Access Arrangement	Acc Arr Extra Time Access Arrangement	Intervention Interventions	En Progress Y10 HT5 Year 10	5 A* - A Indicator GCSE Indicator	L2 + Indicator GCSE Indicator	FFT GCSE ENGLISH PRED	En Y11 Teacher Target Year 11	En Y11 Prog Chk HT1 Year 11
	M/F		Y/N						%	Y/N		Y/N	Y/N	Y/N	Y/N	Y/N	A*-G	Y/N	Y/N	A*-G	A*-G	Exceeding Meeting Not meeting

Classroom Behaviours Always /Usually /Sometimes /Rarely

Where pupils are under achieving the reason for underperformance should be evident in the recorded classroom behaviours.

This data will then be collated via Sims and a summary of progress produced up to six times a year for use as follows:

Within the Subject

Curriculum Leaders and their teams can export a subject summary as a basis for implementing subject specific strategies for underachieving pupils. In addition some pupils who are On Target may be identified for reward. All pupils receiving Exceptional progress should be rewarded.

Across the Year Group

Leaders of Progress, SENCO and Wellbeing co-ordinator can use progress return data allowing them to identify pupils who are exceeding progress or underachieving across a significant number of subjects (5+) allowing intervention strategies to be employed as necessary. It also allows for the tracking of benchmark indicators such as L3(post16), L2+, L2, and Level 1 (KS4), L5,6 and 7+ performance (Ks3) FSM and gender

Form Tutors

Each form tutor can access progress information of each pupil across all of his/her subjects allowing form tutors to review overall academic progress of their tutor group. In Y7 this will form the basis of the review progress with the parent, pupil & form teacher.

Each Pupil & Parent

Each pupil will be made aware of their progress towards End of Key Stage targets at regular intervals in each subject studied via Progress Sheets and parents will receive Progress Review as part of the School reporting procedures. Students will also have the opportunity to review progress and set personal targets by appraising previous end of yr reports at the start of a new academic year.

Testing, Recording & Reporting activities years 7 - 13

<p>SUMMER TERM</p>	<p>Receive Transition data from feeder schools</p> <p>Receive additional data from Authority including</p> <ul style="list-style-type: none"> • End of Ks2 assessments • Non Verbal reasoning Test (where available) • National Reading Test • National Numeracy Test • National Procedural Test
<p>AUTUMN TERM</p>	<p>Download FFT estimates (was Type D SE now 20 high level of challenge)</p> <p>Collate GCSE results and upload /download Alps estimates for Yr12 (A level estimates used)</p> <p>Progress return HT1-2 Year 7, 8, 9, 10,11,12, 13 available</p> <p>Report data available for designated Yr. groups as per calendar</p> <p>SSSP Data analysed and submitted</p> <p>Submit School Targets to Authority/ Consortium</p>
<p>SPRING TERM</p>	<p>Progress return Year 7, 8, 9, 10,11,12, 13 available</p> <p>Data Report Year 8, 10, 13</p> <p>Report data available for designated Yr. groups as per calendar</p>

	Progress Returns submitted to Consortium
SUMMER	Progress return Year 7, 8, 9, 10,11,12, 13 available
TERM	Year 7,8,9 NFER National LNF testing and Reports Report data available for designated Yr. groups as per calendar Progress Returns submitted to Consortium Welsh office End of Key Stage 3 data return)

Reporting – Method

Completion of Reports to Parents - Guidelines for all Staff

All reports to be produced using Sims. It is the responsibility of all staff to ensure that class lists are regularly checked. Any amendments to class lists must then be passed to AHT and Data Manager who will then process the changes.

When undertaking report writing, the following guidance should be observed:

Reports should:

- Include evaluative assessment;
- Refer to supportive evidence gathered over time (i.e. not only reflective of the exam/test result);
- **Use positive** statements;
- Place achievements in context;
- Report against given criteria;
- Avoid speculation and jargon;
- Identify targets for future learning;
- Target the audience: pupil, parent and teacher
- Be individual i.e. reflecting the **individual's** performance.

For exact dates for deadlines for data returns and reporting sessions see school calendar

Staff Responsibilities for Report Writing

Subject Teachers

- Writing reports according to the guidelines on report writing including **spellchecking & proof-reading**;
- Making amendments to errors if required!

Leaders of Learning

- Checking class list information, informing AHT/Data Manager of any amendments immediately.
- Monitoring, reviewing and evaluating all subject reports written in liaison with departmental staff in preparation to meet report deadlines.

Form Teachers

- Writing & checking form tutor comments
- Ensure that class list information is accurate, informing AHT/Data Manager of any amendments immediately.

Leaders of Progress

- Writing/amending/updating bank of form teacher comments
- Signing reports and first line of contact with parents

Assistant Head Teacher

- Generally overseeing & co-ordinating the reporting system. Liaison with teaching & support staff,
- Monitoring statistical data for complete/incomplete reports.
- Arranging staff training on using the system

Support Staff Admin & Technical

General administration including:

- Inputting/deleting any new pupils to the system new to/leaving the school after September;
- Monitoring/analysing statistical data of completed/incomplete reports & liaising with AHT
- Printing & collation of reports;
- Input of admin data onto all reports e.g. attendance;
- Distributing to Leaders of Progress;
- Producing backup copies of reports.
- To provide technical advice & support to office & teaching staff.

Linked Policies/ Guidance:

- Learning & Teaching & Learning
- Marking
- Controlled Assessment
- Homework
- Behaviour Management
- Literacy Across the Curriculum

- Examination Procedures

DRAFT