

# Avenue Pre-Preparatory School and Nursery

## Assessment and Recording

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## Rationale

In the Pre-Prep Department, we believe that assessment and recording are a crucial and integral part of the teaching and learning process. In accordance with the planning policy, learning objectives will be clearly identified in the short-term plans and the assessment criteria matched to these. This policy is cross referenced to curriculum, planning, teaching, and learning policy.

## Aims

Through our assessment and recording policy we aim to:

- recognise and celebrate all pupils' achievements within and beyond the National Curriculum subjects.
- provide an evaluation of what has been taught and learned,
- identifying pupils' strengths and weaknesses.
- ensure continuity and progression.
- ensure that there is differentiation in our planning and teaching.
- identify pupils with special educational needs.
- inform parents and support agencies.
- provide pupils with the opportunity to review their work, to self-assess and to set future targets.
- manage and where appropriate raise the expectations of pupils, teachers and parents in an effort to achieve the highest possible standards for each child.

## Methods of assessment

Ongoing teacher assessment.

Questioning/listening.

Consideration of finished work/marking.

Year Group	Assessment Tools	External Assessments	When
Pre Nursery	Tapestry to record EYFS assessments.		Ongoing
Nursery	Tapestry to record EYFS assessments.	ASPECTS	Autumn and Summer
Reception	Tapestry to record EYFS assessments	Start PIPS/End PIPS	Autumn and Summer
Year 1	Internal tracker: formative/teacher assessments with levels; external tests; school destination/scholarships	CEM INCAS	Summer Term
Year 2		School 7+ Entrance Exams CEM INCAS	Autumn Term Spring Term

## Pupil records

- Individual children's records are confidential, and access is only available to parents who make a request to the Head.
- All S.E.N.D documentation is kept on Google Docs. Individual children's records are confidential, and access is only available to parents who make a request to the Principal/ Head.
- In KS1 Records of Achievement (Tracking sheets) are used for recording attainment at the end of each half term in Math's and Literacy. They are kept in the KS1 classrooms.
- On-going assessment stickers are placed on a selection of work that demonstrates that each objective has been achieved.
- In the Summer term a detailed report which comments on each area of the curriculum will be sent home. The content of the report is discussed at parent/ teacher consultations. Parents receive the original report, and a copy is kept in the Office. The school operates a policy of encouraging parents to talk to staff about their child's progress on a regular basis and not feeling that they have to wait for an organised parent/teacher interview. Parents have the SATS levels explained to them during parent consultations throughout KS1.
- External Reports from Educational Professionals are confidential and are stored in the child's records on our MIS system.
- Reading records are kept in a diary that goes home each day and teachers keep their own records in a file, which remains in class. Both parents and teachers write comments in the diary. It is a record of books read, suggestions for improvement, reflection on a book and any difficulties encountered.
- Pupil's subject books are a record of work covered. They provide constructive feedback to the pupils through daily marking and show evidence of progress over time. Books are given to parents at the end of the Key Stage.
- Class teacher records are confidential to the class teacher and only used to guide planning. They inform the teacher about the appropriateness of the work presented to the whole class, to groups or to individuals.
- In the EYFS assessments are recorded via Tapestry Online Learning Journal on an ongoing basis and are reviewed regularly.

## Transfer of Records

Records are only forwarded to the new school following a request either in writing or a verbal request from the Head of the school. Records to be forwarded may include:

- the most recent report to parents.
- any special needs information.