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Little Wetherby and Reception
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# Monitoring and Assessment Policy

**Policy reviewed by:** Thomas Lewis

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**Policy actioned from:** September 2021 – August 2022

**Next review date:** June 2022

**Reviewer's Signature:**

**Head Teacher's Signature:**

**Circulation**: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby School; 'parents' refers to parents, guardians and carers.

# Wetherby School

# Monitoring and Assessment

The monitoring and assessment of pupils' progress forms an important part of their individual development. As a collective, the information collected provides vital guidance in the success and development of the curriculum as a whole.

**The purposes of assessment are:**

- To monitor pupils' understanding of new concepts and skills and their ability to apply them.
- To guide teachers' planning and enable them to give feedback to pupils on how to improve.
- To monitor progress over time and to be able to report to parents and the next teacher.

**Teacher assessments**

Teachers continually assess pupils' work, using prior teachers' assessments as a starting point (and nursery assessments in the case of Reception.) We use a variety of regular formative assessments (questioning, marking, evaluations etc) to help plan and amend future teaching. Short term assessments are part of every lesson. They include questioning and observation, tests and tasks, marking work and giving written or verbal feedback on what the pupil is doing well and what is the next step for improvement. Pupils are also expected to make judgements and assess their own and others' work.

Longer term assessments are part of a cycle and include standardised tests; these give a 'snapshot' of attainment, supplementing that gathered in prior year groups and evidence gathered throughout the current academic year.

Summative assessments are carried out at the end of each unit of work, in line with the Monitoring and Assessment guide. This indicates pupil attainment with regards to the key learning objectives (in terms of both knowledge and skills) set out for that unit of work. In addition, this summative collation of information indicates those children operating below expected levels and significantly above it, the basis for those judgments and proposed intervention strategies.

Both formative and summative assessment methods form the basis of the formal, written reports to parents at the conclusion of the autumn and summer terms. Additionally, pertinent information is relayed both informally to parents as part of our day to day communication and through more formal, termly parents' evening meetings. This reiterates the importance that we place on parents as partners and on honest and meaningful communication between home and school.

All units are planned in conjunction with learning objectives and lessons have specific learning intentions and success criteria. Activities are planned in order to facilitate all learners in accessing these learning objectives and, accordingly, teachers in assessing them. Teachers are expected to keep adequate records in accordance with the school assessment policy.

Due to the nature of the school, high emphasis is placed on the ability to successfully negotiate examinations in preparation for entrance testing at preparatory schools, particularly in Years 2 and 3.

**Wetherby School Assessments**
Reception (Internal)
- Continual assessment evidence (mainly written/paper-based evidence with some photographic observations) is gathered for each child both through mathematics, writing and IC "workbooks"
- As Wetherby is exempt from the learning and development requirements of the EYFS, children's attainment is tracked against our own personalised learning goals throughout the year. These have been tailored to identify both the attainment and potential areas for support/consolidation where pertinent. The learning goals coincide with concepts on the monitoring and assessment rubrics used throughout the school. This allows staff to set targets for those boys who are progressing at a faster rate.

Examinations (Internal)
- These are carried out at the end of Year 1, the end of each term in Year 2 and at the end of the Autumn and Summer terms in Year 3.
    - English
    - Mathematics
    - Standardised Reasoning (NFER Verbal and Non-Verbal). Year 1 in the summer term, Year 2 and 3 in the autumn term. *These are also carried out in the Reception year (summer term).
    - Suffolk Reading Tests. Year 1 in the summer term and Year 2 and Year 3 in November and June.
    - Single Word Spelling Tests. Year 1 in the summer term and Year 2 and Year 3 in November and June.
    - Cat4 will be carried out in Year 2 and 3 in the summer term.

*Examinations* (*External*)
- Transfer/entrance examinations at 7 and 8 plus.

**Additional means of tracking and evidencing attainment**

*Performance Indicators in Primary Schools testing*
- PIPS baseline assessment is completed on entry to Reception and at the end of the Summer term.

*InCas*
- Year 1 complete InCas in the Summer term. Year 2 complete InCas in the Spring term and Year 3 in the Summer term.

*Monthly meeting/ Rexels*
- Monthly meetings will take place before each half term. The boys' academic progress, general well-being will be discussed along with any pastoral concerns and academic concerns. Targets will also be recorded. Rexels will be written for parents' evening and replace monthly meetings in the second half of each term.

*Observations*
- All teachers continually observe and record relevant information relating to pupil progress (or lack of progress).

*Pupil Profiles (Blue, red, and yellow folders)*
- From the Reception year onwards, termly assessments in both English (blue folder) and mathematics (red folder) are compiled as a pupil attainment record. To accompany this, staff complete half-termly updates of individual pupils' 'Mathematics Record of Progress and Achievement' which is stored and located on Sims. This allows us to gain a clear and well-evidenced picture of boys' attainment as they progress through Wetherby, as well as informing teachers practice, feedback to parents and formal reporting. If viewing on the school server, examples of the 'Mathematics Record of Progress and Achievement' programmes of study can be found by clicking on the hyperlinks below:

Reception:
Year 1:
Year 2:
Year 3:
Extended:
Further:

*Evaluating Achievement and Standards documentation*
- From the Reception year onwards, termly assessments are carried out in art, drama, E-Learning, French, geography, history, music, physical education and science (All stored online in the staff shared area HERE). These indicate pupil attainment with regards to the key learning objectives (in terms of both knowledge and skills) set out for that unit of work. In addition, this documentation highlights those children operating below and above expected levels, the basis for those judgements and proposed intervention strategies. The information is collected by the Assistant Head (Academic) and presented to staff. Names in GREEN are boys who have not met/exceeded expectations for two consecutive terms, names in RED are those boys who have not met/exceeded expectations for three consecutive terms. If viewing on the school server, an example of the Topic Assessment Overview can be found by clicking HERE.

All assessments, reporting and staff deadlines are clearly outlined on the Assessment Overview timetable (available HERE or below in Appendix 1).

*Gold Books*

- Termly examples of work will be completed and stored in 'Gold Books'. The table below outlines the pieces of work to be collected.

|  | **Autumn** | **Spring** | **Summer** |
|---|---|---|---|
| **Literacy** | Fictional piece of writing. | Non-Fiction piece of writing. | Book review / comprehension |
| **Numeracy** | Number* | Measurement* | Geometry/Statistics* |
| **Topic** | Chosen by year group leader | Chosen by year group leader | Chosen by year group leader |

This is to evidence independent work and progress made across literacy, numeracy and other topic areas and to provide a termly record of attainment to support our assessment

documentation and end of term exams. The Gold Books also provide the boys with a record of their work and progress through their time at Wetherby School.

## Recording

All teachers are responsible for recording relevant assessment information in their 'Class' yellow folders.

The information recorded is done so at the discretion of individual teachers but should cover the following:
- Anecdotal notes of any progress (or lack of) outside the norm
- Relevant information required for regular progress checks
  - weekly spelling information
  - times-table test results
- Information pertinent to classes taught
  - ILPs
- Exam results from throughout the year
- 'Moving through the school' form – this is passed onto the teacher for the following year highlighting any 'issues' with pupils

In addition to this, teachers are expected to complete the appropriate school wide data forms relating to examination and test results as and when required.

## Reporting

Parents' Evenings
- All parents are invited to individual interviews with their son's teachers each term to discuss progress and set future goals and expectations.

Written Reports
- Structured reporting to parents will include English and maths targets and a form report in the Autumn term and a full written report in the Summer term.
- Copies of the reports will be kept on the school server and on SIMS.

Informal discussions (email and meetings)
- These are available throughout the year at either the request of a parent or teacher. These can be used to discuss progress and to set future goals and expectations.

## Governance Reporting

The Alpha Plus Group requires an annual report form Wetherby School outlining and tracking school-wide progress and development. Data from the above assessments is collated and used to evidence areas of progress and help identify areas for future development.

**This policy will be reviewed annually**

# Appendix 1 – Annual Monitoring and Assessment Overview

## Monitoring and Assessment Overview: Autumn Term

|  | Reception | Year 1 | Year 2 | Year 3 |
|---|---|---|---|---|
| Week 1 | • PIPS<br>• Phonics assessment<br>• Entry Maths assessment<br>• Entry assessment English | • Entry assessment Creative writing | • Entry assessment maths | • Entry assessment maths |
| Week 2 | • PIPS | • Entry English PTE<br>• Entry Maths PTM<br>• Entry Reasoning | • Entry assessment Creative writing<br>• Entry assessment Comprehension<br>• Phonics assessment | • Entry assessment Creative writing<br>• Entry assessment Comprehension |
| Week 3 | • Boys' files read and signed<br>• PIPS (completed)<br>• Reading assessment | • Boys' files read and signed<br>• Phonics assessment | • Boys' files read and signed | • Boys' files read and signed |
| Week 4 |  |  |  |  |
| Week 5 | • Progress meetings | • Progress meetings<br>• Gold Book English | • Progress meetings | • Progress meetings |
| Week 6 | • Gold Book topic<br>• Maths assessment updated | • Gold Book topic<br>• Gold Book maths<br>• Maths assessment updated | • Gold Book topic<br>• Gold Book maths<br>• Gold Book English<br>• Maths assessment updated | • Gold Book topic<br>• Gold Book maths<br>• Gold Book English<br>• Maths assessment updated |
| **HALF TERM** | | | | |
| Week 7 | • Parents' Eve rexels<br>• Parents' Eve | • Parents' Eve rexels<br>• Parents' Eve | • 7+ Reports due<br>• Revision Week | • 8+ Reports due (KCJS)<br>• Revision Week |
| Week 8 | • Parents' Eve | • Parents' Eve | • Exam Week | • Exam Week |
| Week 9 | • Gold Book maths<br>• Gold Book English |  | • Parents' Eve rexels<br>• Parents' Eve | • Exam results meeting<br>• Parents' Eve rexels |
| Week 10 |  |  |  | • Parent's Eve<br>• 8+ Reports due |
| Week 11 | • Phonics assessment<br>• Entry assessment English<br>• Reports due | • Reports due | • Reports due | • Reports due |
| Week 12 | • Reports due<br>• Topic evaluations<br>• Topic assessment<br>• Maths assessment updated<br>• Reading assessment | • Topic evaluations<br>• Topic assessments<br>• Maths assessment updated | • Topic evaluations<br>• Topic assessments<br>• Maths assessment updated | • Topic evaluations<br>• Topic assessments<br>• Maths assessment updated |
| Week 13 | All classes to file Autumn term assessments (including entry assessments) in assessment folders. TL to check all topic assessments and collate topic tracking document. | | | |

Boys' assessments – examinations.
Boys' assessments – examples of work.
Staff deadlines.

# Monitoring and Assessment Overview: Spring Term

|  | Reception | Year 1 | Year 2 | Year 3 |
|---|---|---|---|---|
| Week 1 | • Reasoning assessment | • Maths entry assessment (Early Spring Test) | • Maths entry assessment (Early Spring Test)<br>• Phonics assessment<br>• 7+ Exams | • 8+ Exams |
| Week 2 |  |  |  | • 8+ Exams |
| Week 3 | • Appraisal Observations start | • Appraisal Observations start | • PIPS<br>• Appraisal Observations start | • Appraisal Observations start |
| Week 4 | • Appraisal documents due | • Appraisal documents due | • PIPS<br>• Appraisal documents due | • Appraisal documents due |
| Week 5 | • Progress Meetings |  | • Progress Meetings | • Progress Meetings |
| Week 6 | • Maths assessment updated<br>• Gold Book topic<br>• Maths assessment | • Progress Meetings<br>• Maths assessment updated<br>• Gold Book topic<br>• Maths assessment<br>• Comprehension assessment | • Maths assessment updated | • Maths assessment updated<br>• Gold Book topic<br>• Gold Book English |
| HALF TERM | | | | |
| Week 7 | • Appraisal Week<br>• Rexels due<br>• English assessment | • Appraisal Week<br>• Rexels due<br>• Creative writing assessment | • Appraisal Week<br>• Revision Week | • Appraisal Week<br>• Gold Book maths |
| Week 8 | • Parents' Eve<br>• Gold Book maths<br>• Gold Book English | • Parents' Eve<br>• Phonics Assessment<br>• Gold Book maths<br>• Gold Book English | • Exam Week | • Maths end of term assessment |
| Week 9 | • Parents' Eve<br>• Phonics assessment | • Parents' Eve | • Rexels due<br>• Parents' Eve<br>• Gold Book topic<br>• Gold Book maths<br>• Gold Book English | • Rexels due<br>• Parents' Eve<br>• Entrepreneurs Week |
| Week 10 | • Phonics assessment |  | • Parents' Eve | • Parents' Eve<br>• Project Week |
| Week 11 | • Reading assessment<br>• Topic evaluations<br>• Topic assessments<br>• Maths assessment updated | • Topic evaluations<br>• Topic assessments<br>• Maths assessment updated | • Topic evaluations<br>• Topic assessments<br>• Maths assessment updated | • Topic evaluations<br>• Topic assessments<br>• Maths assessment updated |
| | All classes to file Spring term assessments (including entry assessments) in assessment folders. TL to check all topic assessments and collate topic tracking document. | | | |

Boys' assessments – examinations.
Boys' assessments – examples of work.
Staff deadlines

# Monitoring and Assessment Overview: Summer Term

| | Reception | Year 1 | Year 2 | Year 3 |
|---|---|---|---|---|
| Week 1 | • Maths assessment | • Phonics assessment | • Phonics assessment | |
| Week 2 | • Observation Month<br>• Appraisal Observations start | • Observation Month<br>• Appraisal Observations start | • Observation Month<br>• Appraisal Observations start | • Observation Month<br>• Appraisal Observations start<br>• Entrepreneurs Week |
| Week 3 | | | | • InCas |
| Week 4 | | | | • Project week |
| Week 5 | • Appraisal week | • Appraisal week | • Appraisal week<br>• Incas | • Appraisal week |
| Week 6 | • ILP's updated | • Revision Week<br>• ILP's updated | • Revision Week<br>• ILP's updated | • Revision Week<br>• ILP's updated |
| HALF TERM | | | | |
| Week 7 | • Reception PIPS<br>• Reasoning Assessment<br>• Parents' Eve rexels<br>• Parents' Evening | • Exam Week<br>• PIPS | • Exam Week | • Exam Week |
| Week 8 | • Parents' Evening<br>• Gold Book English<br>• Gold Book topic<br>• Gold Book maths | • Parents' Eve rexels | • Parents' Eve rexels | • Parents' Eve rexels |
| Week 9 | • English assessment<br>• Phonics assessment<br>• Maths assessment | • Gold Book topic<br>• Gold Book maths<br>• Gold Book English<br>• Parents Evening | • Gold Book topic<br>• Gold Book maths<br>• Gold Book English<br>• Parents' Evening | • Gold Book topic<br>• Gold Book maths<br>• Gold Book English<br>• Parents' Evening<br>• Play |
| Week 10 | • Reading assessment<br>• Topic evaluations<br>• Topic assessments | • Topic evaluations<br>• Topic assessments | • Topic evaluations<br>• Topic assessments | • Topic evaluations<br>• Topic assessments |
| Week 11 | TL to check all topic assessments and collate topic tracking document. TL will collect all assessment documents and folders for end of year review, sort Year 1 assessment folders in to Year 2 classes and set up new reception class maths achievement records and English, maths and topic folders for Sept 2021. | | | |

Boys' assessments – examinations.

Boys' assessments – examples of work.

Staff deadlines.

## Appendix 2 – Formal Summative Assessment at Wetherby School

Items in RED are standardised tests. Text in black refers to in-house assessments.

| Term | Reception | Year 1 | Year 2 | Year 3 |
|------|-----------|--------|--------|--------|
| **Autumn** | Baseline PIPS | None | Comprehension Grammar SWST Dictation Mathematics (x2)* Reasoning Suffolk Reading Reasoning (x2)+ | Creative Writing Comprehension Grammar SWST Dictation Mathematics (x2)* Reasoning (x2)+ Suffolk Reading |
| **Spring** | | None | Entrance Exams 7+ Creative Writing Comprehension Grammar SWST Dictation Mathematics (x2)* Reasoning InCas | Entrance Exams 8+ |
| **Summer** | PIPS | Comprehension Grammar SWST Mathematics Reasoning (x2)+ InCAs | Creative Writing Comprehension Grammar SWST Dictation Mathematics (x2)* Suffolk Reading Cat4 | Creative Writing Comprehension Grammar SWST Dictation Mathematics (x2)* Suffolk Reading InCas Cat4 |

*Mathematics Examinations consist of two papers (Formal and Practical)
+Standardised Reasoning Tests (NFER Verbal and Non-Verbal)

# Appendix 3 – Monitoring and Assessment at Wetherby School staff guide.

## Monitoring and Assessment at Wetherby school. A staff Guide

| Subject | Folder | When? |
| --- | --- | --- |
| Class Folder | Yellow | Throughout the year – any time you need to tidy and file after staff meetings! |
| Topics | Stored on the server (Here) | At the end of each term |
| English | Blue assessment folder | Termly examples of work/exams |
| Maths | Red assessment folder | Termly examples of work/exams |
|  | Individual on-going record of progress and achievement on Sims | Half-term updates |
| Gold Books | Individual gold exercise books | Examples of boys' work for maths, English and a topic each term |

The assessment overview (hand out) gives a termly, week-by-week guide to monitoring and assessment at Wetherby. It should be used in planning meetings to plan the necessary lessons/assessments.

**Yellow class folder:**
You should now have this in your room with a guide to what should be included. This is a home for all the data we have on the boys already and a place for you to store any other class notes.
A copy of the guidelines for the contents of this folder can be found at:
Staffshare/Assessment/Class (assessment) folder

**Topics: Stored on server**
Topic Assessments are completed at the end of each term. Topic assessments highlight which boys performed in-line with, above and below expectations and allow us as teachers to reason this and record our next steps. These judgements are informed by informal end of unit exit assessments.
The forms for each term will be saved under each topic name in the assessment folder on the staff share. Please follow the guidelines carefully to how these should be completed and do not use any old documents that you have saved. A copy of the guidelines for completing this form can be found at:
Staffshare/Assessment/Monitoring and Assessment Guide
**Please copy and paste your boys' names from your year's 'names to use'document.**
This can be found at:
Staffshare/Assessment/Year** names to use
A list is produced and handed out of boys from each class who were above/below expectations in every subject. It is colour coded to highlight if the boys were in this position for 1, 2 or all 3 terms in a row. Please use this for differentiation exercises when planning.

**English: Blue folder**

This is used to store formal assessments of the boys' English work each term. This will be examples of work in the lower-school and timed written exercises/ creative writing tests in Year 2 and Year 3.

**Please file the work on TOP of each boys' named section.**

**Maths:**

1) Red assessment folder. This is used to store formal assessments of the boys' maths work each term. This will be examples of work in the lower-school (and in Year 1, both formal and practical maths papers in the summer term). In years 2 and 3 the maths exams will be stored in the exam files because they will not fit in to this file. Year 2 and 3 should add an 'Entry Assessment' at the start of the year to this red maths assessment folder.

**Please file the work on TOP of each boys' named section.**

2) On-going record of progress and achievement. This is used to record the boys' progress through their time at Wetherby. We have devised our own Wetherby curriculum from the government's programme of study and this document records the pupils' progress. We carry out baselines in each year group throughout the year when a subject area has been covered. This allows us to track and monitor progress and plan accordingly.

Copies of each year group's programme of study can be found at:
Staffshare/Assessment/Maths Assessment/Programme of Study

**Gold Books:**

Gold Books are to give us more evidence of the boys' work in the core subject areas as they progress through the school. They are passed up to the following year group at the end of each academic year. The evidence in these books is less formal and it provides the boys with a visual reminder/indication of how they are improving in each area. The Assessment Overview states when Gold Book entries occur. It is important (and lots easier!) if these are planned in advance.

Guidelines to what piece of work should be entered in the Gold Books can be found at:
**Staffshare/Assessment/Gold Books/ Wetherby School Gold Book outline**

Each book should have a Gold Book name label (also found at the same location as the guidelines).

**Each piece of work should now have an 'Explanation Label' added to it. These must be filled in on the template on the server and printed as a class set on to labels.**

These can be found at: **Staffshare/Assessment/Gold Books/Explanation labels**