



Planning, Assessment, Recording, Reporting & Achievement Policy – Sept 2018

Rationale

- **Assessment** is the process by which pupils, parents/carers, teachers and assistants gain an insight into learning. It is integral to both teaching and learning.

Assessment provides the basis:

- for acknowledging achievement (academic and personal)
- for planning for learning
- for recording experience, developing knowledge and skills
- for reporting for a range of purposes and to different audiences e.g.: to parents, to governors and to local authority.

- **Recording** is the means by which teachers and assistants identify and keep information about learning.

Through the planned use of recording systems information about pupils' achievements is noted and retained.

- **Reporting** is process of providing information about pupils' learning and achievements to a range of audiences.

Aims

- To help **pupils** to:
 - recognise and take pride in their own achievements,
 - recognise areas and skills that need to be strengthened,
 - become involved in planning their own future learning,
 - record their own achievements and share these with others.
- To help **teachers** to:
 - have a knowledge of each pupil's particular abilities, skills and understanding,
 - plan future learning targets for individual pupils and groups.
 - plan future teaching through evaluation of materials, resources and strategies.
- To help the **school** to:
 - provide continuity and progression within school, to home and beyond.
 - evaluate effectively whole school curriculum planning and practice,
 - meet statutory requirements.
 - provide value added data.
 - contribute to effective transitions.

- To help **parents/carers** to:
 - know how their child is doing,
 - be aware of how best to help and encourage at home,
 - participate in celebration of achievements.

ASSESSMENT

- BSquared software is a tool used throughout the school. It is used to track pupil's progress in both subject and no subject specific areas. Assessments are made continuously by teachers and data is collated at the end of each term.
- Assessment focuses on learning processes as well as outcomes.
- Statutory assessments are completed at the end of each key stage, where applicable to the ability of the pupils. 2018-2019 P Levels 1-4 will be used as well as the pre-key stage standards.
- Standardised assessments of reading are completed annually where appropriate.
- Externally accredited courses are run across KS4 and Post 16. These offer staff opportunities to validate their assessments through moderation procedures as well as providing nationally recognized data.
- BSquared is used as an assessment tool for Foundation Stage.
- Students in Post 16 are assessed using externally accredited programmes including Personal and Social Development Award and Personal Progress Staff use a school-designed system for recording other achievements which reflect the curriculum focus of independence, employability and social skills. E.g. independent travel skills and work experience.
- Other professionals (e.g. speech and language therapist) make assessments which form part of the whole profile of a pupil.
- Pupils who transfer to Park Lane from other schools are assessed during their first term here to identify levels of attainment.
- Students are allocated into different cohorts related to attainment on entry to better inform expectations of progress and predicted levels of attainment

RECORDING

- **Main files:** Kept in the main office filing cabinets and maintained by office staff. Include medical records, care plans, correspondence and essential information sheets.
- **Assessment files:** Kept centrally. Include statement of special educational needs or Education, Health and Care Plans, annual reviews, standardised assessment results and IEP
- BSquared is an online system which teachers use to record attainments of pupils using pre-determined statements. The data can be presented in a range of formats according to purpose.
Care plans contain information about the needs of individual pupils including medication, intimate care etc. These have been amended to include targets in some aspects such as behaviour and self-help skills.
- **Home-school link books:** These books form a record of communication.
- **Photographic records:** During each pupil's school career photographic evidence of their achievements in relation to a variety of curricular and extra-curricular activities is gathered using Evidence for Learning. On leaving the school each pupil is presented with

a disc containing photographs that record their participation in these activities and provide evidence of their achievements. The disc also contains an electronic version of the pupil's last school report.

REPORTING

- All pupils have an Annual Review to which parents are invited. Pupil progress and attainment is reported in the report.
- Parents Evenings are held where parents and carers have the opportunity to meet class staff to discuss their child's progress and attainment.
- All pupils have Statements of Special Educational Needs or Education, Health and Care Plans and there is a legal obligation for these to be reviewed annually.
- Park Lane School has an 'Open-Door' policy whereby parents/carers are welcomed in school or can telephone in with queries. The home-school link books offer opportunities for regular communication.
- Results are reported to the Local Authority and Department of Education when requested and are in line with statutory requirements.
- BSquared is used by the school to collect and analyse Data for a number of whole school purposes including target setting, Value added summaries, predicted levels/anticipated progress.

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