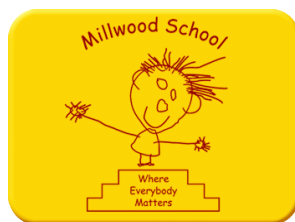


MILLWOOD SCHOOL ASSESSMENT MODEL 2017-18



This model is the main reference for teachers and HLTAs when determining how to assess pupil attainment, progress and achievement during an academic year ('dippers') and at the end of an academic year and/or the end of the key stage. Pedagogy regarding assessment and learning styles is explored more fully in subject policies and in the Teaching and Learning Policy 2015. This document includes the names of the assessment systems and trackers used at Millwood, the expectations of all those involved in assessing pupils' progress, and a timeline for the academic year (deadline dates).

Key changes

- Millwood will use SOLAR for assessment, target setting and tracking
- Milestones to Mastery will no longer be used, tracking reports will be downloaded from SOLAR six times a year – see below for dates
- IEPs to be phased out over the year and replaced by Individual Learning Plans (ILPs)

Key reference points for teachers

- The Millwood School Assessment Model 2017/18
- Millwood Curriculum 2014
- Millwood Schemes of Work 2017/18
- Curriculum Learning Matrices (SOLAR)
- Portfolios of pupils' work to be included in SOLAR evidence base
- Portfolios of pupils' work in pupil books and files and teacher assessment files
- Teaching and Learning Policy
- Leuven Scales in the Early Years IAT.

PUPIL TRACKERS AND SYSTEMS AT MILLWOOD (September 2017onwards)

| Age | Assessment of | Description of evidence base | Tracker |
|------|----------------------------------|--|--------------------------|
| EYFS | Baseline attainment and progress | Millwood Inclusive Assessment Tool which underpins the Early Years Profile | SOLAR and IATS pro forma |
| EYFS | Progress | Early Years Profile including Characteristics of Effective Learning Scores achievement in 7 areas of learning | SOLAR and IATS pro forma |

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| | | | |
|---------|--|--|-------|
| EYFS-Y6 | Progress over time | Half-termly entry into SOLAR– Stars and pupil evidence | SOLAR |
| EYFS-Y6 | Small steps of progress over time – PMLD, high needs, sensory processing needs | Key indicators to be indemnified on SOLAR. | SOLAR |
| Y1 - 6 | Attainment and progress against new National Curriculum including P-scales | Expected attainment set out year by year | SOLAR |

Current definitions (July 2014)

| | |
|-------------|--|
| ATTAINMENT | what level has a pupil reached? |
| PROGRESS | what attainment has been made from a previous level over time? |
| ACHIEVEMENT | what does a pupil's progress represent taken in context? |
| TARGET | end of key stage expectation using Progression Guidance |
| JUDGEMENT | outstanding, good, satisfactory, extra support (inadequate) |

What teachers need to do throughout the year – assess, moderate, make a judgement on attainment and gather evidence into a portfolio which is recorded on SOLAR and/or pupil workbooks or assessment file

- Assess all pupils in all areas throughout the year with support from class teams – keeping next steps and ILP objectives in focus
- Record observations of pupils' achievements, especially small steps of progress, on a daily, ongoing basis and standardise the pupil's attainment at class team meetings.
- **At the beginning of Autumn 2, Spring 1, Spring 2 and Summer 1 half-term and the end of Summer 1 and Summer 2 half term**, make sure you fill in the star cards of those subjects, aspects and strands which you have taught; make sure you enter onto SOLAR evidence of at least one piece of work for each subject, aspect or strand; complete CLM criteria for all the subjects, aspects and strands to be taught in the following half-term.

DATES – Completion of assessment dates - Wednesday 20 December 2017, Friday 16th February 2018, Thursday 29 March 2018, Friday 25th May 2018, Friday 20th July 2018

Hand-in to SMT date – Friday 5 January 2018, Monday 26 February 2018, Monday 16 April 2018, Friday 25 May 2018, early September 2018

- Complete baseline assessment for all pupils new to the school. Record these on SOLAR and IAT recording sheets as appropriate.

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DATE – Friday 20th October 2017.

- Moderate and standardise pupils' work in termly staff meetings by determining baselines for levels of pupil work. Bring examples of pupils' work to these meetings. Focus for these meetings will be set prior to the identified staff meeting. **See Staff meeting timetable 2017-18.**
- Pupils' work will be recorded in a 'portfolio' on SOLAR or pupil workbooks or assessment file. The **minimum requirement of evidence is one piece of work** for every strand of an ELG (eg managing feelings and behaviour from PSED), every aspect of a subject (eg reading in English) or every subject (eg Geography) taught during any half term. A portfolio of work is any evidence of work recorded on SOLAR or assessment file or in a workbook.
- **DATES – Wednesday 20 December 2017, Friday 16th February 2018, Thursday 29 March 2018, Friday 25th May 2018, Friday 20th July 2018**
- Create a Bringing out the Best target, linked to an area of pupils' strength, interest and enjoyment.

DATE – Friday 29th September 2017 – to be reinstated in 2018-19

- October Book - Record all pupil work / activities in their "October Book" for one week in October every year. In Year 6 the book should then be used to record other achievements through the year eg enhanced curriculum days, weeks, activities; swimming and sports certificates; examples of making progress from one level to the next in any aspect of the curriculum or school life; termly examples of mark-making/number work/work in core areas. This book is presented to pupils when they leave the school which is usually in July at the end of Year 6. All work / photographs in the "October Book" should be annotated eg J having fun collecting apples on Apple Day. October books should be collected from and returned to the storage unit in Irwell.

DATES – 9 – 13 OCTOBER 2017

- IEPs to be phased out and replaced with Individual Learning Plans from the Summer Term 2018
- Years 1-6 – Review pupil progress against the National Curriculum using SOLAR and identify those pupils at risk of not making expected progress ('dippers'), discuss with class team and line manager, address issues through staffing, resources, interventions and programmes of support.
- **DATES – Wednesday 20 December 2017, Friday 16th February 2018, Thursday 29 March 2018, Friday 25th May 2018, Friday 20th July 2018**
- EYFS – Review pupil progress against the IATs and record on IATs recording sheets (optional) and on SOLAR and store on shared drive. Review progress in class teams, identify pupils not making expected progress and address issues through staffing, resources, interventions and programmes of support.
- **DATES – Wednesday 20 December 2017, Friday 16th February 2018, Thursday 29 March 2018, Friday 25th May 2018, Friday 20th July 2018**

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- SMT will monitor progress of 'dippers' and vulnerable children including disadvantaged children throughout the year.
- Produce a final summative assessment in summer term moderation meeting – bring examples of pupils' work and pupil portfolios to these meetings.

DATE - Wednesday 23rd May 2017

- Complete summative teacher assessments by May each year. These should be recorded on SOLAR and EYFS documentation.

DATE – Friday 25th May 2017

- Pupils in Year R will complete the EYFS Profile and Characteristics of Effective Learning
- Pupils in Year One (Year 2 pupils where applicable) will complete or be disapplied from the Phonics Screening check.

DATE – w/b 11th June 2018

- Pupils in Year Two will complete SATs as appropriate. A teacher assessment judgement will be made against end of key stage expectations (either the Interim Teacher Assessment Frameworks or the Interim pre-Key Stage Standards or P-scales).
- Pupils in Year Six will complete SATs as appropriate. A teacher assessment judgement will be made against end of key stage expectations (either the Interim Teacher Assessment Frameworks or the Interim pre-Key Stage Standards or P-scales).

DATES – Wednesday 23rd May 2018

- An overall achievement judgement will continue to be made by the SMT and entered into the annual report by teachers in consultation with class teams and other professionals.

DATE – Friday 15th June 2018

- Annual reports to parents are written and these include progress and overall achievement judgements

DATE – Friday 15th June 2018– reports to assistant/deputy heads. Year 6 reports to Headteacher.

DATE – Friday 6th July 2018 – reports to parents/carers – COPY IN PUPIL FILE AND COPY ON SHARED DRIVE (Teachers' Folders, Assessment; Annual Reports; 2017-18))

What TLR leaders need to do – review data, make a judgement on progress, report to governors

- Ensure that the Teaching and Learning Policy is copied and included in its entirety in all TLR subject policies.
- Collect and review attainment and progress in subject or pupil need areas.

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DATE for deadline for governing body reports to be handed in will be published in Staff meeting calendar at the beginning of each year.

- Report to governors in autumn term with judgement on progress (see REVISED template on Shared Drive; Teachers' Folders; Policies and School Docs; Governing Body- to be used from September 2017 onwards).

DATE for deadline for governing body reports to be handed in – Date will be published in Staff meeting calendar at beginning of each year.

- Report outcomes of previous year's action plan on current year's TLR action plan and give to headteacher for inclusion in School Improvement Plan.

DATE for deadline for governing body reports to be handed in – Date will be published in Staff meeting calendar at beginning of each year.

What the SMT needs to do – lead moderation, make judgements about achievement, report to governing body, to local authority, to School Effectiveness Partner, update Self-evaluation form, update School Improvement Plan

- Progress over the last half term will be indicated using the on track data from SOLAR
DATE – from January 2018 half termly
- The SMT will also make judgements about which subject areas, which classes and which pupils may need extra support in the coming year.
- The SMT will make judgements about which subject areas and groups of pupils or individuals are cause for celebration to be recognised in the annual Prize Day awards and Year 6 Leavers' ceremony.
- SMT will moderate the annual reports to parents and carers before signing and sending. Any inconsistencies or queries about the achievement grades will be dealt with prior to sending to parents and carers.
- All the judgements are recorded by headteacher on the school's SEF (currently Perspective) each autumn term, and reported back to governors in the autumn term meeting each year.

What we need to show OFSTED, the local authority and School Effectiveness Partner – key indicators of success

- 'Dippers' summary for all the assessment dates (pupils not on track and interventions)
- 2017-18 only - Targets in all subject areas OR core areas – SOLAR – after baselining in autumn 2017.
- End of key stage progress data for all curriculum areas for all pupils including all vulnerable groups. (These are the bound documents which deputy head produces)
- End of year achievement data for each pupil. (Blue sheets)
- End of key stage pupil progress against their next steps in all subjects (SOLAR reports)

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- End of key stage 2 data returns from DfE and LA – ufn – for Reading, Writing, Maths and Science
- Phonics screening check return
- EYFS scores - returns from LA
- Data from ASP or IDSR

Review policy and guidance each year – **last completed 16th November 2017 after discussion and agreement Alison McGlade and Caroline Henley**

Further revision by HC, AMcG during staff meeting on 10-1-18