



'Individual Growth, Individual People'

Head Teacher: Mrs M A Tyers

Planning, Assessment, Recording & Reporting Policy

Reviewed January 2019

PLANNING, ASSESSMENT, RECORDING AND REPORTING POLICY

INTRODUCTION

This document is a statement of the aims, principles and strategies used in the planning, assessment, recording, reporting and celebrating achievements of the pupils of Newark Orchard School. It reflects the aims and values of the Curriculum Policy.

Our ethos is to offer each and every child attending the school the opportunity to develop not only academically but also socially and emotionally. We have developed our curriculum to offer individual pathways for each pupil.

At Newark Orchard School, assessment is used effectively to promote learning and raise standards.

On entry to the school a baseline assessment will be carried out to determine which pathway is the most suitable, taking into account both the age and stage of each pupil.

In Early Years the Foundation Stage Profile will be used to assess the pupils in the prime areas of Communication and Language, Physical Development and Personal, Social and Emotional Development. Due to the complex needs of the pupils who attend a special school setting during their early years, the pupils will need to build their capacity to learn before being introduced to separate curriculum subjects.

The use of the Engagement Scale will be used for the younger pupils working at P4 and below whilst Engagement with Adulthood will be used in key stage 4 and 5. Wilson Stuart P Steps (SOLAR) for those pupils who are able to access individual curriculum subjects. (Appendix 1) For pupils in the 14-18 department a suitable accreditation pathway will be followed which takes into account their progress up to the end of year 9. (Appendix 2)

Teachers will record and analyse the progress of each individual which then informs planning and target setting.

The following strategies are used across the school to promote progress:

- Planned assessment opportunities included in medium and short term planning which reflect, where possible, EHC Plan targets, Personal Educational Plans and termly targets.
- Every pupil has a target sheet which is used to record on-going progress in the classroom, and shared with pupils where appropriate.
- Appropriate Feedback is given which leads to pupils recognising their next steps and how to take them.
- Comment sheets are used to record progress made in individual lessons which demonstrates progress over time
- The whole process involves teachers, teaching assistants and pupils, where appropriate in reviewing and reflecting on assessment data

These aims, principles and strategies are an integral part of our teaching, are uniform across the school and transferable between classes and teachers. Using the Engagement Profile, Wilson Stuart P Steps, Engagement with Adulthood and a range Accreditation, individual pupils' achievement and rate of progress are recorded and able to be tracked as they progress through the school. By ensuring the framework is uniform, we are able to provide and demonstrate an ongoing assessment of each pupil's learning as well as demonstrating the balance and breadth of

the curriculum on offer. We offer all pupils an opportunity to show what they know, understand and can do. We recognise that the academic curriculum does not encompass all learning; there is a wider curriculum linked to our pupil's personal and social development which encourages the development of independent life skills, social empathy and citizenship.

The records kept by the school which cover English, maths science and PSHE, are available to parents/carers and are an essential part of each child's education. Our planning framework is a closely knit system in which assessment and recording are a crucial element in informing short term planning. The medium term and long term planning take into account the nature of individual pupils, the breadth of their experiences and the knowledge they require and is closely linked to the requirements of the National Curriculum. The records kept demonstrate learning and give us information on the breadth and balance of the curriculum we offer to each and everyone.

CURRICULUM PLANNING

Our system includes long term planning (1, 2 or 3 year cycle), medium term planning (termly) and short term planning (weekly).

LONG TERM PLANNING

Our curriculum in Foundation and in Key Stage 1 to Key Stage 4 is guided by and reflects the National Curriculum, including EYFS and the individual needs of the pupils. All Schemes of Work are designed to give a balance of time to be spent on each curriculum area.

There are separate plans and objectives for each key stage,

The Foundation Stage learning objectives are based on the Prime areas of learning differentiated into smaller steps to meet the needs of the foundation stage pupils.

In addition, the curriculum in the 14-18 department is influenced by a range of accreditation opportunities. The department offers AQA Entry Level, GCSE and Functional Skills in Maths and English as well as vocational accreditation through AIM Awards Independent Living and Skills for Employment and Further Learning (SEFL) qualifications.

MEDIUM TERM PLANNING

Our medium term planning develops the framework through the use of learning objectives that cover the needs of all the children in each year group. The medium term planning identifies the learning objectives, activities, assessment opportunities and differentiation for each unit of work. It also takes into account each pupil's PEP (Personal Education Plan) and termly targets. Medium Term planning is completed at the beginning of each term through consultation in team meetings that take into account each child's targets and needs for each unit of work.

SHORT TERM PLANNING

Teachers are responsible for short term planning which is usually a weekly or daily plan. This plan details lesson activities, groupings, staff responsibilities, details of teaching and learning styles, learning objectives and lesson evaluations. The learning objectives are informed from the medium term planning objectives and learning from previous lessons. Individual objectives should also be informed from previous lessons as well as from the child's PEP. It is expected that teachers will plan activities to teach each learning objective using a range of teaching and learning styles.

MONITORING

Deputy Head Teachers are responsible for monitoring progress each term across their department. They meet with the teachers to discuss progress and to agree interventions for pupils who are not making expected progress.

The Curriculum Team leader oversees the subject coordinators who are responsible for monitoring the medium term planning to ensure it meets the relevant requirements.

Subject Coordinators are also responsible for monitoring their own subjects across the school.

MARKING AND PROVIDING FEEDBACK TO CHILDREN

Marking of work and feedback to children reflects the learning intentions for tasks, topics and units of work. Each piece of work is marked by the teacher or teaching assistants, alongside the pupil to enable each pupil to understand how they might improve and make further progress.

Quality marking provides positive feedback and promotes high expectations linked to the main learning objectives. Opportunities are given, where possible, to follow up after marking to ensure pupils understand and are able to respond in terms of improving their work and achieve higher standards. Quality marking brings motivation and direction to the pupil's learning activity. It can take the form of oral or written feedback.

Quality marking by teachers and teaching assistants is consistent and in line with the overall policy on assessment, recording and reporting throughout the school. It enables all pupils to understand their own achievements and to know what they need to do next to make progress. It sets the pupil's particular performance in the context of the work's purpose and previous efforts.

Feedback in written form should focus on the success criteria already established, be positive in tone and personalised and reflect the level of understanding of the pupil it is intended for. When work reflects targets they should be referred to and commented on - this gives the marking focus. Use of targets encourages pupils to take ownership of their learning. Lesson objectives are defined by the teacher but the pupils have a real investment in choosing targets for improving their work where appropriate.

Where appropriate, Pupil self-assessment is encouraged and pupils supported to refer to learning objectives from class lessons and targets. Pupils are encouraged to reflect upon their work on a regular basis. The information gained from marking, together with other observations, informs future teaching plans and targets.

For practical activities the use of comment sheets will be utilised to record progress towards targets and any relevant achievements made in lessons

There is a separate Feedback Policy.

ASSESSMENTS

Baseline, Key Stage and class records are recorded in SOLAR and on individual Engagement Profile record sheets. In addition the complex learners in key stage 4 & 5 have targets linked to their PEP and under the EHC headings. This data enables a clear monitoring system for pupil's progress and rates of progress. The data gained from this allows the school to set realistic, but

challenging targets for pupil's progress annually. Results are able to be analysed and demonstrate progress and achievement throughout the school for individuals and cohorts of children. These records are updated termly and a target date of predicted achievement of the next stage of progress is able to be recorded.

RECORDING, REPORTING AND CELEBRATING ACHIEVEMENTS

The following areas inform us of pupil's achievements:

- Personal Education Plans (PEPs)
- EHCP reviews
- End of year reports
- Behaviour Improvement Plans (BIPs)
- Assessment- baseline assessment, Key Stage SATs, Teacher assessments, pupil self - assessments and written work.
- Summary of attainment records.
- Collected assessments and analysis in SOLAR.
- End of week and term assembly rewards celebrating personal achievements.
- Moderation activities.

PEPs LINKED TO PUPIL'S EDUCATION HEALTH & CARE PLAN

Within each pupil's first term at school they will have a baseline assessment in the core subjects and PSHE. This assessment and the pupil's EHCP informs the priority targets for the pupil's PEP and which will be specific and achievable within a set period of time. Achievements will be recorded using Engagement Scale or SOLAR and will allow teachers a frequent review of progress and inform future PEPs

Uniformity across the school is ensured through the use of SOLAR to write each pupil's PEP, record achievements and track progress. This ensures all pupils are receiving an appropriate education.

EHCPs and PEPs consider the progress each pupil has made against the education objectives in the document and also against the teaching and learning targets set the previous year. The EHCP looks at key areas of need and how all involved can support the pupil's progress. Parents/carers are also asked to contribute to a yearly review of the EHCP of how they view their child's progress since the previous review.

PEPs need to be objective and show evidence of accountability. We put information in a positive way that is realistic and readable by the parents/carers. **The Deputy Head Teachers** monitor review reports. The date of the EHCP review meeting is set at the beginning of each school year and a letter sent to parents/carers informing them of the date and time. The EHCP review is a joint meeting where staff, parents/carers and other named professionals can discuss and make decisions as to the appropriateness of the EHCP and realistic and achievable priority targets for the forthcoming year. Children will be given an opportunity to join the meeting for a time appropriate to their needs and understanding to share examples of their work and to offer their views if possible. A copy of the review and decisions made is collated and sent to all involved.

BENCHMARKING

Moderation activities take place regularly to ensure consistency within Newark Orchard School and across the Nottinghamshire Special Schools.

CONCLUSION

Planning, assessment, recording, reporting and celebrating achievement are an integral part of our teaching, are uniform across the school and transferable between classes and teachers.

Our pupils are given the opportunity to improve learning through assessment by:

- The provision of effective feedback to pupils
- The active involvement of pupils in their own learning
- Adjusting teaching to take account of results of assessment
- Recognition of the profound influence assessment has on the motivation and self esteem of pupils, the need for pupils to be able to assess themselves and understand how to improve
- They are challenged to meet their daily, weekly and termly targets and rewarded for doing so.

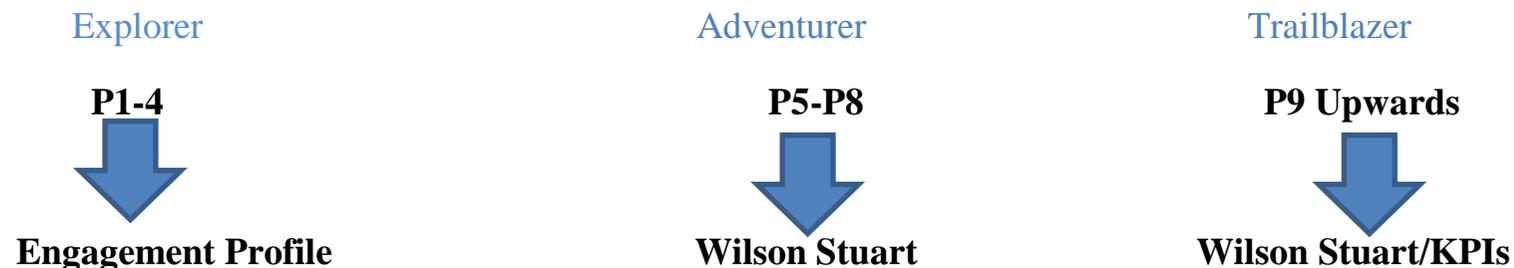
PLEASE NOTE:

Within the 14-18 department, planning is informed by the external accreditation routes on offer in addition to SOLAR and **EHC targets**

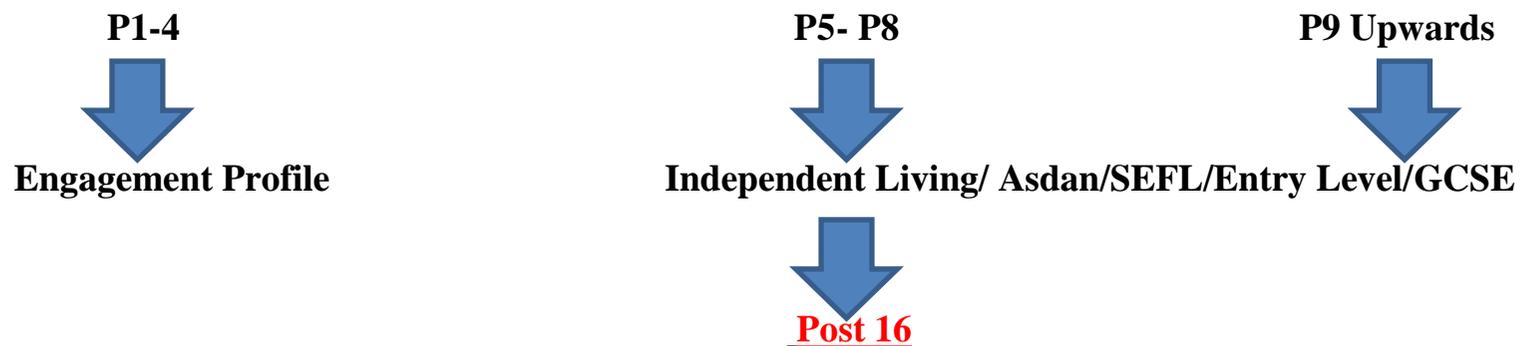


Newark Orchard Pathways for Assessment

Key Stage One to Three



Key Stage 4



Continue on chosen pathway with the addition of Functional Skills/Work Readiness



Curriculum Pathway (Accreditation Focus)

KS4		
Explorer (informal)	Adventurer (semi-formal)	Trailblazer (formal)
Engagement Profile	WSPs – English WSPs – Maths WSPs - Science	AQA – English (E1/2/3) AQA – Maths (E1/2/3) ASDAN – Science short course ASDAN – PSHE short course
P16		
Explorer (informal)	Adventurer (semi-formal)	Trailblazer (formal)
Engagement Profile	WSPs – English WSPs – Maths AIM – Independent Living (E1)	AIM FS – English (E1/2/3) AIM FS – Maths (E1/2/3) AIM – Independent Living units (E1/2/3) ASDAN – CoPE (L1)