

## **ST ANNE'S CATHOLIC PRIMARY SCHOOL ASSESSMENT, RECORD KEEPING AND REPORTING POLICY**

### **OVERVIEW**

St Anne's Catholic Primary School will put into place effective strategies for assessment and record keeping providing a continuous record of learners' achievements and their progress. It will be kept to the minimum necessary to be fit for purpose. It will be the basis for passing on information from one stage to the next to make transition smooth. It will be used to keep parents well informed of their child's progress and achievement through both verbal dialogue and written reports. Parents and learners will be involved in the assessment, record keeping and reporting strategy at appropriate points.

### **OBJECTIVES**

- To chart the learner's progress and achievement throughout the school and to provide accurate information at points of transition
- To assess a learner's development and progress in its work by recording his/her progress and achievements
- To be the basis of feedback to learners and to help them set individual targets for improvement
- To ensure efficient and effective continuity and progression of learning across the school
- To be the basis of clear and accurate reporting of progress and achievement to learners, parents and carers
- To promote the greater involvement of learners and parents in assessment and the teaching and learning process
- To assist in the diagnosis and identification of individual and special needs
- To ensure common practice throughout the school and to assist in the smooth transition to other schools
- To give the Headteacher, Senior Leadership team and Governors a clear picture of standards, progress and achievement within the school

### **STRATEGIES**

- Learners' work should be regularly monitored, evaluated and reviewed. They should be given clear feedback about their strengths and areas for development
- Staff should discuss learners' work with them and they should be told about their progress and achievement. Fair and realistic targets for improvement should be agreed
- Recording should be of a positive nature and celebrate the achievements and progress made by learners
- Records should be clear, kept simple and easy to understand
- Records should include all statutory information
- Records should present a broadly based picture of the child, involving all positive aspects of development
- Records should develop a profile of the child and might include samples of work and other evidence
- Teachers should involve children and parents in assessment and recording as appropriate
- Assessment and record keeping must be kept manageable
- Reports should meet statutory requirements and give parents a clear and accurate picture of the learners' progress and achievement in key areas once a term and all areas once a year

### **OUTCOMES**

Assessment is not separate from, but an integral part of, the curriculum plan and its strategies for teaching and learning. This policy should be read in conjunction with the Academic Guidance Policy.

Reviewed Summer Term 2022