

**Calveley Academy**  
**Monitoring and Assessment Policy**



At Calveley Academy, we are proud to deliver a rich and creative learning experience that enables all the children to fulfil their potential. Our vision puts children first. We aim for all children to be successful, independent learners and effective decision makers. We value the individual and are committed to an inclusive education promoting respect for all, working in partnership with governors, parents and the local community.

**Safeguarding and Online Safety**

All staff have had appropriate child protection and safeguarding training with the Head of School and Assistant Head being the designated leads responsible for monitoring safeguarding issues in school. We actively encourage our children to use modern technology to the fullest of its potential. In this school we believe that the best protection from the dangers that can exist around online safety is to develop pupil's awareness through our teaching and their learning. All staff have had PREVENT training and are aware of the dangers that can exist to children's well-being in its many forms.

The emotional health and wellbeing of all members Calveley Academy (including staff, pupils, parents and carers) is fundamental to our philosophy and ethos 'valuing everyone, caring for each other, achieving excellence'.

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Monitoring of teaching and learning is to ensure the delivery of high-quality lessons for all our pupils. Monitoring should be a fair and transparent process that improves outcomes for children.

The way we monitor is structured as follows:

**Observations of lessons**

These will take place regularly, centered on a whole school theme. Each time there will be a different focus. Observations will involve watching a lesson followed by a discussion with the individual teacher. A write up will be produced and targets will be set based on areas for development.

**Drop in observations**

From time to time observations of individual teacher's lessons will take place at short notice. This is designed to maintain our high standards throughout school.

**Planning, Assessment and Book Scrutiny**

During weekly Key Stage team meetings, aspects of planning and assessment will be reviewed. This will be an opportunity for teachers/teaching assistants to discuss how the children have reached specific targets and how their learning is being developed.

To ensure continuity and quality of learning subject leaders will review: lessons, planning and class work. This will be fed back to staff and targets will be given.

**Moderation of work and data**

All staff will also take part in moderation of test results; data and each other's work through termly moderation meetings that follow assessment week (see time table below).

**Performance management**

This will take place in the Autumn Term and follow the school policy.

**Target setting**

Each teacher (EYFS-6) will be set a class target in reading, writing, grammar and maths. This will be for attainment and progress expected for the individual children.

**Use of books**

All books should focus around the setting and understanding of 2014 curriculum objectives. It is up to us as teachers to ensure standards in learning and teaching are high and that pupils are challenged

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at an appropriate level in their own learning. We must aim to challenge all pupils through extending and differentiating their work accordingly. We will also work in a 'mastery' approach of learning.

**Assessment (SEE ASSESSMENT TIME TABLE)**

The aim of assessment in this school is to move forward children's learning.

Assessment takes many forms and it is important that our assessments are always used to inform children's learning. We must strive to maintain the highest standards at all times in all our lessons and assessment is one tool for this.

All assessment will be recorded, using online Target Tracker.

This should include (with year group variations):

- Autumn Spring and Summer assessment to include:
  - Reading, writing, maths and grammar summative assessment.
  - Spelling age
  - Phonics stage and for year 1 phonics score
  - EYFS
  - WPM, reading age
  - Wellbeing score

**Reporting to Parents**

Parents evening will be held three times a year and pupils will be encouraged to attend so progress, expectations, target setting and support from home can be discussed. Parents will also receive a yearly report.

Each year parents will receive a written school report, which will comment on achievements and successes throughout the school year. This report will also include:

- ☐ Reading Age
- ☐ Spelling Age
- ☐ Attainment against standards for the appropriate year group
  - Reading
  - Writing
  - Grammar
  - Maths
  - Science
- ☐ Phonics score (where applicable)

Term	Week	EYFS	Y1	Y2	Y3-5	Y6	Asst Reports
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Aut 1	1 1/9						
	2 6/9	Baseline Assessment Wellcom (all) RBL Assessment half term RWI Assessment	Past Phonics assessment 1 RWI Assessment	Past SATs 1 Phonics assessment RWI Assessment	MTC (Y4 Only)	Past SATs 1	
		Wellbeing and physical involvement assessment Accelerated Reading Baseline Assessment New Learning Plans- created/shared with parents from last year					
	3 13/9	TT input phonics TT EYFS	TT input phonics	TT input phonics SIMS input Sats	TT input MTC (Y4 Only)	TT input SATs	
		SEND/ DAP targets Plan completed					
	4 20/9	Appraisal Target Setting Teachers/TAs					
	5 27/9	Parents' Evening 1 (29 <sup>th</sup> and 30 <sup>th</sup> Sept)					
	6 4/10	Phonics assessment	Past Phonics 2 Phonics Assessment	Past SATs 2 Phonics assessment		Past SATs 2	
	7 11/10	Writing Checklist Completed Reading Tracker updated WPM Writing (whole school priority) inputted into Target Tracker					
8 18/10	TT input phonics	TT input past phonics	TT input SATs TT input phonics		TT input SATs		
	SIP/DAP/SEND Plan RAG						
Aut 2	1 3/11	PPM 1 Review/New Wellbeing and physical involvement assessment					
	2 8/11				MTC (Y4 Only)		
	3 15/11				TT input MTC (Y4 Only)		
	4 22/11						
	5 29/11	Phonics assessment	Past Phonics 3	Phonics assessment Past SATs 3	TT Aut R/M/G	Past SATs 3 TT	
	6 6/12	EYFS assessment TT Phonics	TT Phonics	TT input SATs	TT input RS scores	TT input SATs	DAP Review

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	0/12	Writing Checklist Completed Spelling Tracker Completed WPM Bookband Tracker updated All subjects inputted into SIMS					
	7 13/12	SIMS EYFS Assessment					SL Termly Reports
		SIP/DAP/SEND Plan RAG					
Spr 1	1 4/1	PPM 2 Review/New Wellbeing and physical involvement assessment					
	2 10/1	Learning Plans- Reviewed, new plan shared with parents					
	3 17/1						
	4 24/1	Parents' Evening 2 (26 <sup>th</sup> and 27 <sup>th</sup> January)					
	5 31/1						
	6 7/2	EYFS Assessment Phonics assessment	Past Phonics 4	Past SATs 4	MTC (Y4 Only)	Past SATs 4	
		Writing Checklist Completed Reading Tracker updated WPM Writing (whole school priority) inputted into SIMS					
7 14/2	TT EYFS TT input Phonics	TT input phonics	TT input SATs	TT input MTC (Y4 Only)	TT input SATs		
	SIP/DAP/SEND Plan RAG						
Spr 2	1 28/2	Wellbeing and physical involvement assessment Reading Mid-Year Assessment					
	2 7/3			MTC (Y4 only)			
	3 14/3	Teacher Appraisal Mid Year Reviews					EOT all subs Whole School Compared to EOLY
	4 21/3	EYFS Assessment Phonics assessment	NFER Spr R/M Past Phonics 5	Past SATs 5	NFER Spr R/M/ G	Past SATs 5	DAP Review

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5 28/3	SIMS EYFS SIMS Phonics	SIMS Input NFER SIMS input Phonics		SIMS Input NFER	SIMS input SATs	SL Termly Reports	
	Writing Checklist Completed Spelling Tracker Completed Bookband Tracker updated WPM Writing (whole school priority) inputted into SIMS						
	SIP/DAP/SEND Plan RAG						
6 4/4							
Sum 1	1 19/4						
	2 25/4	PPM 3 Review/New Wellbeing and physical involvement assessment					
	3 2/5			KS1 SATS			
	4 9/5				KS2 SATs 9 <sup>th</sup> -12 <sup>th</sup> May		
	6 16/5	EYFS Assessment Phonics assessment					
		Writing Checklist Completed Bookband Tracker updated WPM All subjects inputted into TT					
	7 23/5	TT EYFS TT Phonics					
SIP/DAP/SEND Plan RAG							
Sum 2	1 13/6		Phonics Screen	Phonics Retests	MTC Final (by 25 <sup>th</sup> June)		
		Final Reports to SLT Wellbeing and physical involvement assessment					
	2 20/6	EYFS Profile submitted TT	RS Sum R/M/GPS		RS Sum R/M/G		
	End of Year Reports to SLT 24 <sup>th</sup> June						
	3 27/6		RS TT		RS TT	SATs Results to TT	

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4 4/7	Phonics Screen Check					EOT all subs Whole School Compared to EOLY
	Reports to Parents Reading Final Assessment Learning Plans- Reviewed/shared with parents/new teacher					DAP EOY Review
5 11/7	Parents' Evening (11 <sup>th</sup> -14 <sup>th</sup> July)					
	TT Phonics Screen Check					SL EOY Reports
6 18/7	Final assessment information for focus children (identified at PPM) to be inputted into SIMS Writing Checklist Completed Bookband Tracker updated WPM			Assessment information to high schools		
	Headteacher Assessment Report to Governors Teacher Appraisal Reviews Wellbeing and physical involvement assessment					
7 25/7	SIP/DAP/SEND Plan RAG					

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**Monitoring and Moderation Timetable.**

Date	Time	Who	Focus
NQTs and Students observed every 2 weeks – RR/IM			
INSET	PM	RR	Learning Walk Displays
8.9.21	1.00-2.00pm	RR	Topic planning- Progression and Vocabulary. <i>Please have skills and</i>
15.9.21	PM	RH	Class reader review/ audit
5.10.21	1 Week	ALL	Pupil target setting meetings Performance Management
18.10.21	1 Week	ALL	Set Subject leader action plans and plan for 2020-21
18.10.21	PM	Wellbeing Team	Learning Walk for Wellbeing being displayed in the classroom
18.10.21	PM	All	Assessment week moderation (focus writing)
25.10.21	PM	RR/	IEP/PP Check and Scrutiny
1.11.21	PM	IM	Science book scrutiny - Focus on child led learning, practical investigations and working scientifically.
1.11.21	PM	RR	Book scrutiny- Marking Policy and full NC being followed
11.11.21	1 Day	RR/SIP	Learning Walk. PM for JC. All pupil targets, progress and attainment. (Reading Review/SEF)
19.11.21	AM	RR	English Book Scrutiny
24.11.21	1 day	RR	Lesson Observations (Teaching and Learning Review). All year groups.



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1.12.21	1.00	RR/IM	Maths Book Scrutiny – Focus on evidence of practical and open-ended
8.12.21	PM	ALL	Science Focus on knowledge organisers, assessments and book
05.01.22	PM	RR/MP	Reading Scrutiny
12.01.22	PM	RR	RE book Scrutiny
19.01.22	PM	RR	Sketchbook Scrutiny - Knowledge organisers, completion of all art days, annotations surrounding art.
9.2.22	PM	All	Book Scrutiny – Full set. Curriculum coverage and content.
19.11.21	AM	RR	English Book Scrutiny
09.03.22	PM	RR/	Check data on TT
09.03.22	Staff Meeting	ALL	Reflect on Performance management targets and update SL action plans- PM review meetings
23.03.22	All afternoon	FL	Team teaching computing
30.03.22	All day	RR/MP/ IM	Team teaching day (Maths and Literacy)
27.04.22	1Day	RH/JC	Lesson Observations
9.5.22	Full week	ALL	Year 6 SATS
May 2022	WB 02.05.22	ALL	Year 2 SATS
6.6.22	1 week	FL	Phonics Screening Check
7.6.22	3 Weeks	LB	Year 4 Multiplication Check
27.6.22	N/A	ALL	Year1, 3, 4, 5 Assessment weeks
6.7.22	Day	RR/IM	Moderation- All Data on Insight.

To be reviewed September 2022