



“Let your light shine before others”

Matthew 5 v 16

ASSESSMENT, RECORDING AND REPORTING POLICY

1. Rationale

Assessment, Recording and Reporting play an essential role in informing teaching and learning. Each is crucial for promoting learning and improving standards.

2. Aims

- 2.1 To provide all pupils with the opportunity to enhance their learning by demonstrating attainment and progress irrespective of ability, gender, race and special education need.
- 2.2 To develop the pupil's capacity to recognise and fulfil their learning potential
- 2.3 To develop the teacher's knowledge of the pupil in order to fully support, challenge and meet individual pupil needs
- 2.4 To regularly update parents and carers of their child's attainment and progress and inform their understanding of how they can support their child's learning.

3. Objectives

- 3.1 Each pupil can recognise their own strengths and specific areas for development in each subject and they know what they need to do to improve, to meet their personal targets and to fulfil their learning potential.
- 3.2 Each teacher uses their knowledge of the pupils to support, challenge and meet the needs of each individual
- 3.3 Parents and carers are regularly informed of their child's progress, know their strengths and areas for development and know how they can support their learning.

4. Procedures and Practice

- 4.1 Assessment will be both formative (assessment for learning) and summative (assessment of learning) A variety of assessment techniques will be used to maximise opportunities for pupils to demonstrate knowledge, skills and understanding.
- 4.2 Assessment will be a continuous process that is integral to teaching and learning and to curriculum organisation and development.
- 4.3 Pupils will play a key role in their own learning through both self and peer assessments.
- 4.4 Progress will be regularly recorded, monitored and reviewed by subject teachers, Heads of Faculty, Tutors, Pastoral Team Leaders and the Senior Leadership Team.
- 4.5 All teachers will keep an ongoing record of pupil progress, which will inform planning and be shared as appropriate with pupils, parents/carers and pastoral and teaching colleagues.
- 4.6 Parents/Carers will be kept informed of their child's progress through progress updates, consultation evenings and reports.
- 4.7 Provision for additional support during assessments will be implemented for those who need it and according to DfE guidelines where appropriate.

Responsible Committee:
Date Last Reviewed:
Review date:

Teaching & Learning Committee
January 2019
January 2020