# **Thrunscoe Primary and Nursery Academy**

# Assessment, Recording and Reporting Policy and

# **Statement of Assessment Principles**



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Last reviewed: November 2024

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## 1. Aims

This policy aims to:

- Provide clear guidelines on our approach to formative and summative assessment
- Establish a consistent and coherent approach to recording summative assessment outcomes and reporting to parents
- Clearly set out how and when assessment practice will be monitored and evaluated

# 2. Legislation and guidance

Since the removal of National Curriculum levels in 2014, schools have been free to develop their own approaches to assessment.

This policy refers to the recommendations in the <u>Final Report of the Commission on Assessment without Levels.</u>

It also refers to statutory reporting requirements set out in the Education (Pupil Information) (England) Regulations 2005: schedule 1.

This policy complies with our funding agreement and articles of association.

## 3. Principles of assessment

To ensure that:

- 1. Assessment is an integral part of teaching, based on the best practice, focusing on the curriculum and it lies at the heart of promoting children's education
- 2. High quality, in depth teaching is supported and informed by high quality formative assessment (including formative use of summative assessments);
- 3. The academy ethos promotes and emphasises the opportunity for all children to succeed if taught and assessed effectively;
- 4. There is always a clear purpose for assessing and assessment is fit for its intended purpose to inform future teaching and learning;
- 5. Assessment is used to focus on monitoring and supporting children's progress, attainment and wider outcomes;
- 6. Assessment provides information which is clear, reliable and free from bias and informs teaching and learning;
- 7. Assessment supports informative and productive conversations with pupils and parents;
- 8. Children take responsibility for achievements and are encouraged to reflect on their own progress, understand their strengths and identify what they need to do to improve;
- 9. We achieve our assessments without adding unnecessarily to teacher workload by ensuring summative assessments fulfil several purposes (standards reviews / formative planning forwards to address identified needs / intervention foci / target setting) and that formative assessment is supported through the use of Assessment for Learning strategies during lessons; Success Criteria shared; pupils' work outcomes in pupils' books and the marking of pupils' learning that drives future planned learning opportunities;
- 10. Assessment is inclusive of all abilities (ie SEND passports, where appropriate using assessment such as the Specialist Advisory Services 'Small steps' document and Pre- Key Stage statements inc Pre-Assessment Strands –PAS)
- 11. A range of assessments are used including: 'Day to Day In-Academy formative assessment; Academy summative assessments (NFER); Nationally standardised summative assessments

# 4. Assessment approaches

At Thrunscoe Primary & Nursery Academy, we see assessment as an integral part of teaching and learning, and it is inextricably linked to our curriculum.

We use three broad overarching forms of assessment: day-to-day in-academy formative assessment, in-academy summative assessment and nationally standardised summative assessment.

#### 4.1 In-academy formative assessment

Effective in-academy formative assessment enables:

- **Teachers** to identify how pupils are performing on a continuing basis and to use this information to provide appropriate support or extension, evaluate teaching and plan future lessons
- Pupils to measure their knowledge and understanding against learning objectives, success criteria
  and identify areas in which they need to improve

Parents to gain a broad picture of where their child's strengths and weaknesses lie, and what they
need to do to improve

## Our approach includes:

- 12. Using a differentiated Success Criteria using a colour coded system i.e. Orange (I understand/ I know), Green (I can/ I apply) and Purple (I challenge).
- 13. The Success criteria is shared every lesson and is visible at all times and referred to throughout a lesson or sequence of lessons for pupils to use and reflect upon.
- 14. WALTs and Success criteria being pupil friendly. Where reading may be a barrier to learning, success criteria can be presented pictorially and/or read aloud to pupils.
- 15. Having the freedom to develop success criteria over time with pupils, depending upon the objective, to give pupils' ownership.
- 16. Pupils self-assessing/peer assessing against this colour coded success criteria.
- 17. Teachers assessing against the colour coded success criteria and both teachers and support staff **verbally** offering pupils support and feedback on how best to improve, using assessment for learning strategies throughout each lesson to support pupils' development of Metacognition.
- 18. Teachers being able to identify 'next steps' according the colour coded success criteria and plan future learning opportunities.
- 19. Using summative assessments formatively (Question level analysis) to identify gaps in pupil knowledge, skills and understanding and then planning lessons / interventions to address such deficits (An example of what this might look like can be found in **APPENDIX 1**)
- 20. Pupils self and peer assessing against agreed success criteria;
- 21. Assessment for Learning, observations of pupils, live marking and providing immediate verbal feedback so that pupils can move forwards with their learning (including use of TAPESTRY in FS);
- 22. Making use of rich questions and answers prove / disprove statements, explain why someone is incorrect, use question starters influenced by the principles of Blooms Taxonomy
- 23. Regular short, non-formal, low stake re-cap quizzes;
- 24. Scanning work for pupil attainment and development;
- 25. Discussions with children regarding concerns / misconceptions / explaining how they solved a problem

#### 4.2 In-academy summative assessment

Effective in-academy summative assessment enables:

- Academy leaders to monitor the performance of pupil cohorts, identify where interventions may be required, and work with teachers to ensure pupils are supported to achieve sufficient progress and attainment
- Teachers to evaluate learning at the end of a unit or period and the impact of their own teaching

- Pupils to understand how well they have learned and understood a topic or course of work taught over a period of time. It should be used to provide feedback on how they can improve
- Parents to stay informed about the achievement, progress and wider outcomes of their child across a period

#### Our approach includes:

- Class teachers using summative assessments formatively (Question level analysis to identify gaps in pupil knowledge, skills and understanding and then planning lessons / interventions to address such deficits in Reading, Writing, GPS, Maths);
- 26. Class teachers using summative assessments to monitor pupil performance against predictors (OTRACK & FFT) and support children's performance (interventions provision / common areas of misconception to be addressed the following term);
- 27. Class teachers use data from OTRACK and FFT predictors to target set (APPENDIX 2)
- 28. Providing pupils and parents with information about how well they have learned and understood a programme of work over a period of time attainment, progress and wider outcomes;
- 29. Teachers using summative assessment outcomes to evaluate the impact of their own teaching termly standards reports are produced by class teachers focusing on progress, attainment of groups, impact of teaching and interventions and identifying ways forward in the following term (APPENDIX 3)
- 30. Using summative data, at a whole academy level, to monitor the progress and attainment of pupil cohorts and sub-groups within that cohort, to identify intervention groups so as to ensure pupils achieve at least expected progress or more in order to achieve expected levels of attainment
- 31. Pupil passports reviewed for SEND termly or half termly if necessary;
- 32. End of year reports outlining progress and attainment in relation to National Curriculum age related expectations;
- 33. Internal and cross academy moderation (where possible) of work to quality assure summative teacher assessments:
- 34. We are currently developing a non-core subject tracker, where teachers will complete (on OTRACK) a best fit teacher assessment outcome against each unit within each subject taught throughout the academic year. To complete the tracker, teachers use lesson success criteria, formative marking and teacher assessment awarded in pupils' books during the time in which the unit was taught to gain an overall 'best fit'. These are then used by Non- Core subject leads (Middle Leaders) to support the monitoring of attainment across their subject.

#### 4.3 Nationally standardised summative assessment

Nationally standardised summative assessment enables:

- Academy leaders to monitor the performance of pupil cohorts, identify where interventions may be required, and work with teachers to ensure pupils are supported to achieve sufficient progress and attainment
- Teachers to understand national expectations and assess their own class's performance in the broader national context
- Pupils and parents to understand how pupils are performing in comparison to pupils nationally

Nationally standardised summative assessments include:

- Early Years Foundation Stage (EYFS) NFER Baseline assessment and the EYFS profile at the end
  of reception.
- Phonics screening check in year 1 / year 2
- Year 4 Multiplication tests
- National Curriculum tests and teacher assessments at the end of Key Stage 1 (year 2 nonstatutory) and Key Stage 2 (year 6 - statutory)

## 5. Collecting and using data

#### When

 Data collection, is termly for Core Subjects – Reading, Maths, GPS and Writing - and recorded on OTRACK x3 per year (end of Autumn / Spring / Summer terms);

#### Using the data includes:

- Sharing with parents 3 times a year so they are aware of progress and attainment;
- Staff providing end of term best fit assessment using NC objectives and outcomes of tests. We use E / E+ / D / D+ / S / S+ (E= EMERGING / D= DEVELOPING / S=SECURE). These assessments are then input into a centralised online system OTRACK. Staff then use designated generated reports to evaluate standards and progress within their class and identify next steps within R / W / GPS / M and intervention groups. This is done termly.
- We are currently developing a non-core subject tracker, where teachers will complete (on OTRACK)
  a best fit teacher assessment outcome against each unit within each subject taught throughout the
  academic year. To complete the tracker, teachers use lesson success criteria, formative marking and
  teacher assessment awarded in pupils' books during the time in which the unit was taught to gain an
  overall 'best fit'. These are then used by Non- Core subject leads (Middle Leaders) to support the
  monitoring of attainment across their subject.
- Termly assessments of Core subjects are communicated at parents meetings; parents / carers
  receive a slip denoting attainment on entry, attendance / punctuality, homework return rates, term by
  term outcomes, targets for the year and how parents can best support their child at home. This is
  done in October, Feb/March and again in July.
- A termly evaluation of the impact of teaching and interventions, Class teachers identify groups requiring additional support and in what aspects for the following term
- A termly report on standards is presented to the Governing Body by the Standards Lead so
  governors are aware of attainment and progress of cohorts and are able to challenge at the
  'Standards committee' meetings.
- Each term, the SLT and Core Subject Leaders will conduct a data analysis and identify strengths
  and areas for development across the academy. These will be fed back to the Headteacher and
  used to amend subject action plans and identify next steps. This may include organising any staff
  training relevant to their subject policy requirements. The success of this policy depends on the full
  cooperation of staff and due regard will be given to staff opinion.

## 6. Reporting to parents

The Academy has a well-established system for reporting to parents. This consists of:

- 35. **Autumn Term** parents are invited to attend a consultation evening where the child's progress towards settling into a new academic year (behaviour / attendance / effort), end of year numerical targets are discussed (attainment and progress) and areas that parents can support their child at home. A parent consultation form containing this information is shared with the parent and the pupil and is signed for by each, plus the class teacher **(APPENDIX 4)**
- 36. **Spring Term** parents are invited to attend a consultation evening where the child's progress towards end of year targets (progress / attainment) and areas that parents can support their child at home. A parent consultation form containing this information is shared with the parent and the pupil and is signed for by each, plus the class teacher.
- 37. Summer Term parents are invited to attend a consultation evening where the child's progress towards end of year targets (progress / attainment) and areas that parents can support their child at home. A parent consultation form containing this information is shared with the parent and the pupil and is signed for by each, plus the class teacher. Parents receive a full written report(APPENDIX 5) which includes: details of the child's achievements and progress for the academic year; brief details of achievements in all subjects and activities forming part of the academy curriculum, highlighting strengths and areas for developments; comments on general progress, results of Nationally standardised summative assessments (where appropriate), a parental and pupil comments section, end of year attendance (the total number of possible attendances for that pupil and the total number of unauthorised absences for that pupil, expressed as a percentage of the possible attendances) and arrangements for discussing the report with the pupil's teacher. A 'Meet the new teacher' after- academy day session is offered so that parents/carers can meet their child's new class teacher and discuss report if requested with previous teacher.

In addition, the Academy has an open door policy for parents; staff are available to consult with parents at a mutually convenient time.

#### 7. Inclusion

- 38. The principles of this assessment policy apply to all pupils, including those with special educational needs or disabilities.
- 39. Assessment will be used diagnostically to contribute to the early and accurate identification of pupils' special educational needs and any requirements for support and intervention.
- 40. We will use meaningful ways of measuring all aspects of progress, including communication, social skills, physical development, resilience and independence. We will have high expectations of all pupils and we celebrate the amount of effort the pupil puts in as well as the outcomes achieved.
- 41. For pupils working below the national expected level of attainment, our assessment arrangements will consider progress relative to pupil starting points, and take this into account alongside any identified barriers to learning.

# 8. Training

Our approach includes:

Standards lead attending assessment meetings or training materials provided by the LA, who then
disseminates to key assessment point teachers, which is fed back to class TAs where appropriate;

- Y6 teaching staff attending annual ARA meetings for statutory assessment led by the LA and/or receiving the information electronically from the LA – which is in turn fed back to class TAs where appropriate;
- Y6 teaching staff attending annual writing moderation training, provided by LA, including LA moderator training;
- FS lead attending annual LA training linked to assessment;

42.

- Y1 teachers attend PHONICS training provided by the LA.
- Cross- academy writing moderations (x2 per year all year groups F-Y6) to Quality Assure judgements using agreed marking criteria – ALLIANCE SCHOOLS;
- In-house writing moderations (TERMLY within PHASE TEAM MEETINGS EYFS, KS1, LKS2, UKS2) to Quality Assure judgements using agreed marking criteria;
- Annual training on OTRACK reports provided by Assessment lead.
- Annual training on standards reports format and how this links to OTRACK provided by Assessment lead;
- Annual FFT training provided linked to target setting provided by Assessment lead;
- SENDCOs provide training to all teachers and TAs on 'Pupil Passports', Small Steps and PK statements (PK inc Pre-Assessment Strands –PAS)

## 9. Roles and responsibilities

#### 9.1 Governors

Governors are responsible for:

- Being familiar with statutory assessment systems as well as how the academy's own system of nonstatutory assessment captures the attainment and progress of all pupils
- Holding academy leaders to account for improving pupil and staff performance by rigorously analysing assessment data

#### 9.2 Headteacher

The headteacher is responsible for:

- · Ensuring that the policy is adhered to
- Monitoring standards in core and non-core subjects
- Analysing pupil progress and attainment, including individual pupils and specific groups
- Prioritising key actions to address underachievement
- Reporting to governors on all key aspects of pupil progress and attainment, including current standards and trends over previous years

#### 9.3 Teachers

Teachers are responsible for following the assessment procedures outlined in this policy

## 10. Monitoring

This policy will be reviewed every academic year by the Headteacher, Assessment lead and Resources Committee. At every review, the policy will be shared with the governing board.

All teaching staff are expected to read and follow this policy. Headteacher and the Assessment lead are responsible for ensuring that the policy is followed.

The Headteacher, Assessment lead, SLT and Middle Leaders will monitor the effectiveness of assessment practices across the school, through:

- 43. Scrutiny of pupils' work;44. Scrutiny of marking;45. Pupil interviews;46. Cross-academy writing moderations;
- 48. Lesson drop ins/Learning walks;

47. Internal academy writing moderation;

- 49. Termly Standards reports for each class intervention groups and areas of identified need;
- 50. Target setting meetings;
- 51. Question level analysis of mid -year and end of year tests.

# 11. Remote learning:

In the event of the Government closing all academies/schools due to a national event and therefore preventing us from face-to-face teaching, due to a prolonged academy closure, pupils will learn the same curriculum at home as in school through a remote education learning platform.

In such an event:

- 52. Staff are expected to set appropriate learning activities which can be assessed and data collected.
- 53. Technologies such as 'OAK ACADEMY' / MICROSOFT 365 are employed which can provide a formative assessment when work is undertaken and submitted from whole class tasks to group & individual tasks.
- 54. Teacher will mark and assess the work using the colour coding linked to the success criteria used within class.
- 55. Pupils are very much encouraged to be as involved in the process as they are physically at school and pupils are expected to review their learning and submit comments/ symbols to the class teachers setting work

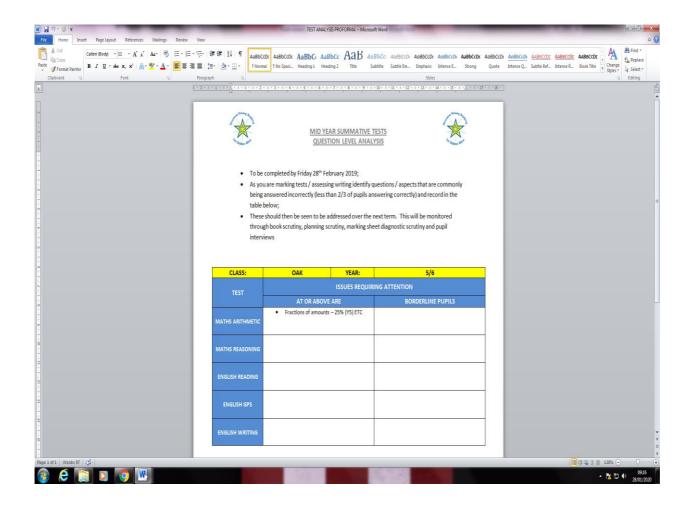
Please refer to our Remote Learning Policy for further information.

# 12. Links with other policies

This assessment policy is linked to:

- Curriculum, Teaching and Learning policy
- Early Years Foundation Stage policy and procedures
- SEN policy
- Marking Policy
- Remote learning policy

#### APPENDIX 1 - AN EXAMPLE OF HOW QUESTION LEVEL ANALYSIS CAN BE COLLATED



## **APPENDIX 2 – TARGET SETTING**

PUPIL DETAILS					MATHS 🕌														
COHORT	CLASS	Pupil First Name	Papil Surname	Year	SEND (Ester 1 for YES, 0 for NO)	PPG INC. fsm / fsm6 / serrices. / LAC / PLAC (Eater 1 for YES, 0 for NO)	EAL (Eater 1 for YES, 0 for NO)	ACHEVED EYFS GLD (Enter 1 for YES, 0 for NO)	WHAT WILL THE PUPIL'S PROJECTED SUMMER END 2023 RESULT BASED ON MINIMAL 6PTS PROGRESS	DDESTHE PUPIL'S PROJECTED RESULT PUT THEM @ OR ABOVE ARE (Ester 1 for YES, 0 for NO)	WHAT IS THE PUPIL'S FFT SO PROJECTION RESULT (CONVERT SCALE SCORE OR CODE TO OTRACK CODES HERE)	WILL THE PUPIL MEET THE PROJECTED FFT PREDICTOR 50% (Enter 1 for YES, 0 for NO)	WHAT IS THE PUPIL'S FFT 20 PROJECTION RESULT (CONVERT SCALE SCORE OR CODE TO OTRACK CODES HERE)	WILL THE PUPIL MEET THE PROJECTED FFT PREDICTOR 20% (Enter 1 for YES, 0 for NO)	AGREED TARGET	DID PUPIL ACHIEVE ARE OR HIGHER @ KS1 (Enter 1 for YES, 0 for NO)	DID PUPIL ACHIEVE GREATER DEPTH     KS1 (Enter 1 for YES, 0 for NO)	WHAT WAS THE PUPIL'S SUMMER END 2022 RESULT	WHAT WILL THE PUPIL'S PROJECTED SUMMER END 2023 PESULT BASED ON MINIMAL 6PTS PROGRESS
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	SUBJECT	TARGET PUPILS (BY CLASS)	FOCUS OF INTERVENTION (BY CLASS)	VHO, WHEN AND HOW LONG (BY CLASS)															

#### **APPENDIX-3 - STANDARDS FORMS**



Thrunscoe Primary and Nursery Academy

Standards Meeting Information



2022-23

CLASS:

#### SECTION 1: 2022-2023 ENTRY TO YOUR CLASS CONTEXTUAL INFORMATION

GURAGE-REPORTS- CONTEXT GROUP SURWARE	Number	Names	l'ercentage of class
GROUPS			
ALL Pupils in class-			
Girls in class			
Boys in class			
SEN pupils support			
SEN pupils EHCP			
Pupils Premium (PPC)			
LAC			
FSM			
EAL pupits			
Autumn Births			
Spring Births			
Summer Births			

#### AUTUMN ENTRY IDENTIFIED TARGET GROUPS & INTERVENTIONS:

SUBJECT	NAMES	PROGRAMME	TIMETABLE AND STAFF
MATHS			
READING			
GP\$			
WRITING			

#### SECTION 2: 2022-2023, AUTUMN EVALUATION

#### (NO HYPERLINKS / SUCCINCT SUMMARIES)

OTRACK - REPORTS - CONTEXTUAL GROUPS ATTAINMENT SUMMARY (LINEAR) & GROUP SHAP SHOT (LINEAR)

OTRACK - REPORTS - CONTEXTUAL GROUPS PROGRESS SUMMARY (LINEAR)

#### AUTUMN IMPACT

(CLASS / SEN - SUPPORT & EHCP / PPG / FSM / EAL / LAC / BY TERM OF BIRTH / INTERVENTION GROUPS)

Question 1
What is going well in your clase-which groups / aspects of core subjects and summarise the evidence that backs this up (attainment and progress)?

Question 2: What is causing concern in your class - which groups / sepects of core subjects and summarise the evidence that backs this up (attainment and progress)?

Question 3:
What are the specific objective areas of deficit in Reading / Writing / Maths / Phonics etc. for borderline ARE pupils and SEND pupils?

Question 4:
What am I going to do about it? (Next steps strategies (nc infervention timetable etc.)

#### SECTION 3: 2022-2023 SPRING TERM EVALUATION

#### (NO HYPERLINKS / SUCCINCT SUMMARIES)

OTRACK - REPORTS - CONTEXTUAL GROUPS ATTAINMENT SUMMARY (LINEAR) & GROUP SNAPSHOT (LINEAR)

OTRACK - REPORT 8 - CONTEXTUAL GROUPS PROGRESS SUMMARY (LINEAR)

(CLASS / SEN – SUPPORT & EHCP / PPG / FSM / EAL / LAC / BY TERM OF BIRTH / INTERVENTION GROUPS)

Question 1
What is going well in your class- which groups / sapects of core subjects and summarise the evidence that backs this up (attainment and progress)?

Question 2: What is causing concern in your class - which groups / aspects of core subjects and summarise the evidence that backs this up (attainment and progress)?

Question 3: What are the specific objective areas of deficit in Reading / Writing / Maths / Phonics etc. for borderline ARE pupils and SEND pupils?

Question 4:
What am I going to do about it? (Next steps strategies Inc. Intervention timetable atc.)

#### SECTION 4: 2020-2021 SUMMER TERM EVALUATION

#### (NO HYPERLINKS / SUCCINCT SUMMARIES)

OTRACK - REPORTS - CONTEXTUAL GROUPS ATTAINMENT SUMMARY (LINEAR) & GROUP SNAPSHOT (LINEAR)

OTRACK - REPORTS - CONTEXTUAL GROUPS PROGRESS SUMMARY (LINEAR)

#### SUMMER IMPACT

(CLASS / SEN – SUPPORT & EHCP / PPG / FSM / EAL / LAC / BY TERM OF BIRTH / INTERVENTION GROUPS)

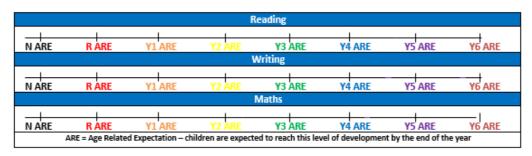


# Thrunscoe Primary Academy Pupil and Parent Meeting



Name:	Year:	MEETING:	Teacher:
		M1 OCT	
		M2 JAN	
		M3 APRIL	

Key - E = Entry / A = End of Autumn / S = End of Spring



			DISCUSSIO	ON AREAS WIT	H PARENTS		
Meeting number	Cumulative Attendance from September to date of meeting <95%	Punctuality	Behaviour	Effort	Homework	Intervention	SEND
M1							
M2							
M3							

## SEND PASSPORT TO BE SHARED AND DISCUSSED AT EACH MEETING

	HOW YOU CAN SUPPORT YOUR CHILD AT HOME:					
October meeting	English					
	Maths					
	English					
January meeting	Maths					
April Meeting	English					
	Maths					

Signed: (Teacher)	Signed: (Pupil)	Signed: (Parent)
Date of meeting:		

## APPENDIX 5 – END OF YEAR REPORTING TO PARENTS FORMAT Y1-Y6



# Thrunscoe Primary and Nursery Academy Pupil Annual Report to Parents 2023-2024



Pupil:		Teacher:							
Class:		Year Group	:	Date:	July 2024				
GENERAL C	COMMENT:								
a) Successes; b) Socially; c) Behaviour; e) Representing the academy; f) Clubs; g) Additional comments									
KEY: Pupil	Attainment, progress and Effort / Attitude								
Number	Attainment (Outcome)		Progress (S	teps made)	Effort / Attitude				
3	WORKING ABOVE national expectations for the	neir age	Above E	xpected	Very Good				
2	WORKING AT national expectations for their	ir age	Ехре	ected	Good				
1	WORKING BELOW national expectations for the	neir age	Gra	dual	Needs improving				
OUTCOMES: Pupil Attainment, progress and Effort / Attitude									
	Curriculum Subjects	Attain	ment	Progress	Effort / Attitude				
Reading Writing (in	c Spelling / Phonics)								
Maths	,								
Science									
Computing									
History Geography									
Art									
PE									
RE									
Design Tec									
PSHE (Pers Music	onal, Social and Health Education – JIGSAW)								
Languages									
	& Reading Record								
TARGETS:	Things for your child to work on and how you car	n help as pa	rents / carers						
Reading									
Target:									
Writing Target:									
Maths Target:									
SIGNATUR	ES								
CLASSTEACHER: HEADTEACHER:									

<sup>\*</sup>If you wish to discuss your child's report with their class teacher, then please contact them to make an appointment

#### **EYFS - Reception**



#### If your child scores a 1, it means that they are not yet in Targets for year 1 Prime Areas of Specific Areas Learning of Learning Listening, Understandina Speaking Self-regulation Managing self Number relationships patterns Gross Motor Skills Past and present People, culture Signature of Class Teacher: and communities The natural world materials Signature of Head Teacher Being imaginative

#### **EYFS- Nursery**

