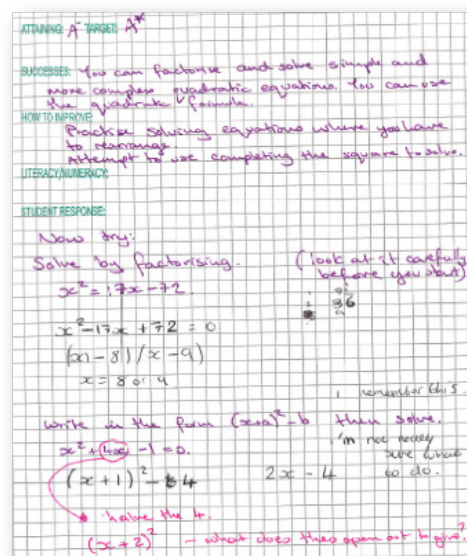




All Saints'
Academy
Cheltenham

ASSESSMENT, RECORDING AND REPORTING POLICY



All Saints' Academy, Vision and Ethos

Our Christian Vision

Where every member of our extended family realise their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

Our Christian Purpose

Is to be a beacon of hope founded on Christian values serving Cheltenham and the Diocese of Gloucester where there is excellence in learning, achievement and fulfilment.

All Saints' Academy is an Anglican Church Academy serving the community of Cheltenham, sponsored by the Diocese of Gloucester.

All Saints' Academy is a learning and loving community which seeks to be a sign of reconciliation, living in the hope of the Gospel. The Academy strives to live out the values of the Gospel and bear witness to the teaching of Jesus.

In order to achieve this, the Academy will: recognise that every individual is created in God's image and is worthy of respect; fulfil the potential of all students by providing an excellent holistic education; nurture the spiritual development of all within the Academy community, whilst recognising that faith is a free response to God and cannot be imposed; foster a search for truth; work for the common good, instilling in students a desire to serve others and work for justice and peace.

The academy will uphold the tenets, teachings and practices as governed by the Bishop of Gloucester.

Our Christian Ethos

At the heart of All Saints' Academy is the belief that Christ is at the centre of all we do and are. Rooted in His teaching, we seek to fulfil in every member of our community their full potential so they are able to 'live life to the full' and recognise that they are called to use their gifts and talents for the benefit of all.

We seek to do this by:

- providing a safe and secure environment where faith, prayer, compassion and reconciliation are visible in word and in action;
- providing an excellent education with a broad, balanced and creative curriculum which will allow everyone to discover their potential and to develop and share their unique talents;
- providing opportunities for all to be nourished and challenged both academically and spiritually in their respective beliefs;
- respecting and valuing the diversity of all, believing that everyone is created as a unique individual in the image of God;
- building a resilient community able to reach out and support others, both locally and globally;
- modelling through the Academy's policies, practices and values a concern to serve the common good, a heart for justice, a desire for reconciliation and the need to protect and sustain the environment.

Purpose of this Policy

This policy has been written to complement the other Key Policy documents at All Saints' Academy. In particular, it works alongside the the Teaching and Learning Policy. This ARR policy is written with 4 key objectives in mind. This will be updated as required to reflect the expectations, systems and practices of the academy.

- To establish the purpose of assessment, recording and reporting
- To clarify the roles and duties of all staff within the ARR process
- To support planning for all by publishing the annual ARR calendar
- To clarify quality standards for ARR tasks at various levels

Key Terms for this Policy

Assessment takes many forms within schools and is the basis on which we can recognise that learning has taken place and therefore track the progress of our students over time.

Recording is the process by which we systematically record the outcomes of planned assessment. The purpose of this is to enable us to analyse the progress of our students over time and to identify trends which feedback to inform teacher planning. Recording is not an end in itself - the response to the analysis is.

Reporting is the process of capturing and sharing the key attainment data with parents and students directly following the end of a Cycle. This data will ensure that all students and parents have a clear knowledge of both current attainment and how they are performing in relation to our expectations.

Targets are set for all students when they arrive, and following the completion of baseline assessments in English and Maths. This has been carefully modelled (see appendices) to ensure that all abilities of students are challenged to meet or exceed national average expectations.



An overview of Assessment



The most fundamental form of assessment is based on careful questioning of a student or class and the setting up of an assessment task in order to observe student skills in completing it. This level of assessment is called Formative Feedback which is integral to effective class teaching and is utilised continually in a deliberate way by effective teachers.

Cycle assessments that increase in level of detail and organisation would be used to benchmark progress against key objectives to identify those that have been securely met. This will be more formally recorded by the class teacher in their Class Record Sheet in order to chart the progress made by the students under their guidance (see example of a Class Record in Appendix 1, which would usually be electronic and based on the Class Map from SIMS). These records will be used by subject teachers (ST) to identify where interventions with individuals may be needed and to act accordingly.

In turn, assessment data will be reviewed in SMID by STs in order to track the progress of all students over time and to identify where interventions with groups may be needed. STs would plan interventions, accordingly, with the guidance from the HoF or HoD.

STs will be called upon 3 times per year (at times stated in the Assessment Calendar) to make a judgement of each student's current attainment grade during a data collection window.

This will be based on the most up to date END-OF-CYCLE assessments and the ST expert knowledge of attainment levels in their subject. HoDs and STs will plan the curriculum in order to ensure that the appropriate assessments are completed at the end of the cycle.

Cycle data should be entered in SIMS by STs in collaboration with the HoF/HoD or second in department. Cycle data should be able to provide subject leaders with clear information about the outcomes of assessments.

During each data collection window, STs are expected to have conversations with their students to inform them of their current judgement grades (Key Stage 3 attainment grade (Key 4 & 5) Students also need to know what to do next to improve.

At the end of each data capture HoF/HoD will check that the data collated for their department is complete and accurate. Analysis of this data will be carried out by HoF/HoD and their Seconds in Department. As part of review meetings and year group pastoral reviews HoF/HoD and PL will prepare an action plan that will outline what their focus needs to be to drive improvements going into the subsequent cycle.

SMID will be updated and collated by the Data Manager (DM) following the completion and checking of Cycle data entry. SMID updates will provide PL/AVPs an overview to analyse progress of individual students and student groups across subjects. This will also be used by PL/AVPs to identify where interventions may be needed and to act accordingly.

Key Stage 3

Assessment Overview

In order to assess our curriculum, each subject have devised success criteria which are assessed at the end of each learning cycle (see Appendix X). Students' performance is graded as Exceeding expected levels; Achieving expected levels and Developing expected levels. A student who is Achieving expected levels is able to meet the success criteria for the age-related curriculum (i.e. Year 7 curriculum). The curriculum is designed to provide opportunities to exceed expected levels at all stages to ensure that it provides challenge to all. In general, these will be focused on extending breadth or depth of learning and not on teaching content from the next year group. Each subject has applied this model to their curriculum and been standardised to ensure a consistent approach across the Academy.

Measuring Progress

Summative assessments are used following the completion of a learning cycle, as well as at mid-way points of a cycle, to review progress and inform lesson planning. Students are assessed against each of the success criteria according to their ability group. HoF/HoD should use the following table as a guide on how staff should arrive at a judgement for each student in preparation for a data capture. Students and parents are provided with a progress review document at the end of each cycle, via the parent portal, EduLink One. The judgment awarded for progress is cumulative.

Progress Measure	Assessing Skills			Assessing Knowledge		
	Cycle 1	Cycle 2	Cycle 3	Cycle 1	Cycle 2	Cycle 3
	Criteria achieved	Criteria achieved	Criteria achieved	Criteria achieved	Criteria achieved	Criteria achieved
Developing expected progress	1	2-3	4-5	1	2-3	4-5
Achieving expected progress	2	4-5	6-7	2	4-5	6-7
Exceeding expected progress	3	6-7	8-9	3	6-7	8-9

Reporting Progress

The progress review document given to students and parents/carers will also contain effort grades for attitude to learning, independent study tasks (homework) and being Ready to Learn in lessons. Criteria for awarding effort grades in these areas of focus are shared with staff before a data capture and are included in the Assessment Policy for reference.

Furthermore, students will also receive a comment(s) on how to accelerate to make more rapid progress to move from 'developing to achieving' or from 'achieving to exceeding' expected progress. Termly progress reports are shared with students and parents/carers via EduLink One. Student progress reports will contain the judgements awarded from the preceding cycles for each subject. This will highlight where progress is being made or where a student needs to improve if there are concerns.

Subject	Cycle	Teacher	Progress with Skills	Progress with Knowledge	Attitude to Learning	Independent Study	Ready to Learn	How to Improve
Geography	1		Achieving	Achieving				To...
Geography	2		Exceeding	Achieving				To...
Geography	3							

ARR Roles and responsibilities

Pastoral Teams

Year Tutor (YT)

- Review Cycle data sheets on each student in the form and write tutor comments to interpret STC data in line with exemplars.
- Share STC data with each student to discuss progress.
- Support students in their tutor groups to review their data and to summarise this in the Student Handbook.



Progress Leader

- Ensure students are informed of progress following each data capture.
- Liaise with HoF/HoD, and YTs to support students who are not making expected progress and make contact with home to gain parental support as needed.
- Plan and deliver pastoral interventions for groups of students who are not making the expected progress
- Celebrate and recognise those who are making or exceeding expected progress.



Vice Principal (VP Pastoral)

- Ensure interventions, as necessary, happens at appropriate times of the year.
- Ensure student progress is celebrated at appropriate times of the year.
- Ensure Trustees are provided with timely and accurate Pastoral Review data.



ARR Roles & responsibilities

Subject Teams

Subject Teacher (ST)

- Record and maintain accurate Class Record Sheets in line with department expectations.
- Use Class Record Sheet to inform planning and future assessment.
- Accurately complete data entry for each class in line with the assessment calendar.
- Write annual 'Academic Focus and Academic Review' comments for classes directed by the HoF/HoD.
- Review progress with each student following each Cycle, making sure they are aware of their current attainment and what steps are required to make expected progress.
- Devise and implement intervention strategies for those not making expected progress where necessary.

HoF/HoD

(supported by Assistant HoD)

- To quality control Cycle data ensuring there is a clear justification for the awarding of grades in all year groups.
- To check the quality of written reports.
- To analyse Cycle data and mock exam data in SMID in order to judge progress of all students over time.
- To devise and implement intervention strategies for those not making expected progress, providing support and guidance to class teachers as necessary.
- To complete and record subject analysis document as part of line management schedule.

Assistant Vice Principal (AVP)

- To review subject analysis document with HoF/HoD.
- To be aware of progress in all year groups and key sub-groups within.
- To provide support and guidance to HoDs as necessary to plan intervention.
- To analyse year group data and agree actions during year team meetings.
- Quality control subject comments on full reports.

AVP for Assessment and Data Manager

- To ensure the ARR policy is being implemented consistently by all staff.
- To review the ARR policy at the end of each year.
- To provide support and guidance to HoF/HoD and ST as necessary during and after data collections.
- To maintain an overview of the whole academy assessment profile.
- To report on progress, as needed, to SLT and Trustees.



Marking & Feedback

Work Scrutiny

Assessment for learning should provide a clear picture of what students need to achieve including guidance and motivation. It is ongoing and supports learning through identifying difficulties, providing feedback and diagnosing future learning priorities.

Assessment of learning should provide a clear picture of what students have achieved by referring to levels of attainment.

All exercise books should be neat and tidy. Students should be proud of the work and feedback they contain.

- Students should write a title and date each lesson and these should be underlined.
- Students should record the learning objective for the lesson.
- There should be a range of activities in student books.
- There should be no graffiti on the front of books.
- Target grades and current attainment should be written clearly on the Progress Sticker.

There should be a range of marking and assessment including:

- Marking commentary with How to improve (HTI) comments
- Peer assessment
- Self-assessment
- Marking stamp
- Yellow/Pink highlighter for 'Perfect It - Correct It' marking

Good student feedback should let students know what they have achieved but also what the next step is to achieve the next goal.

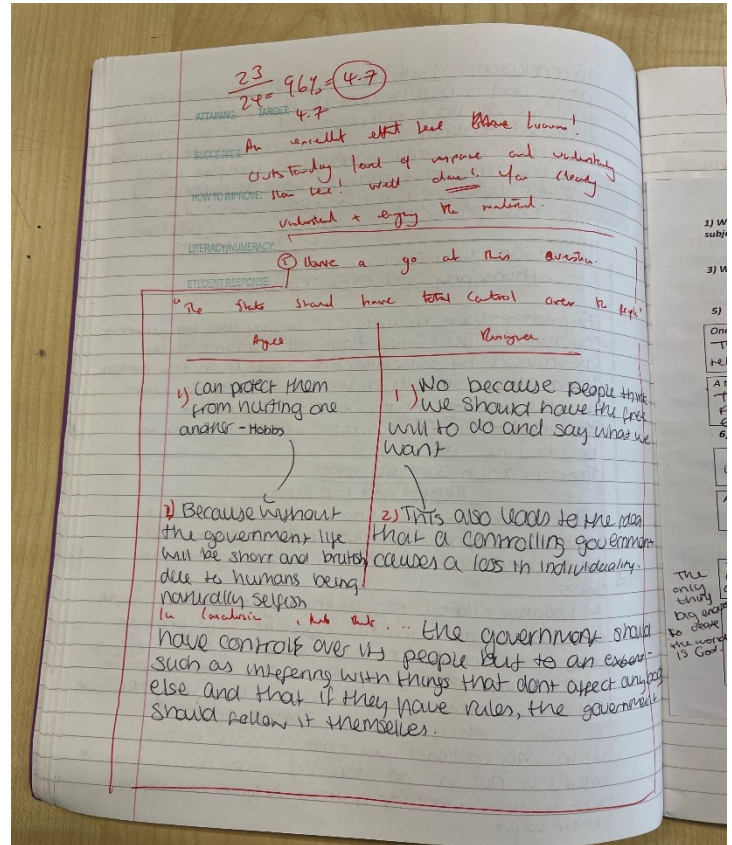
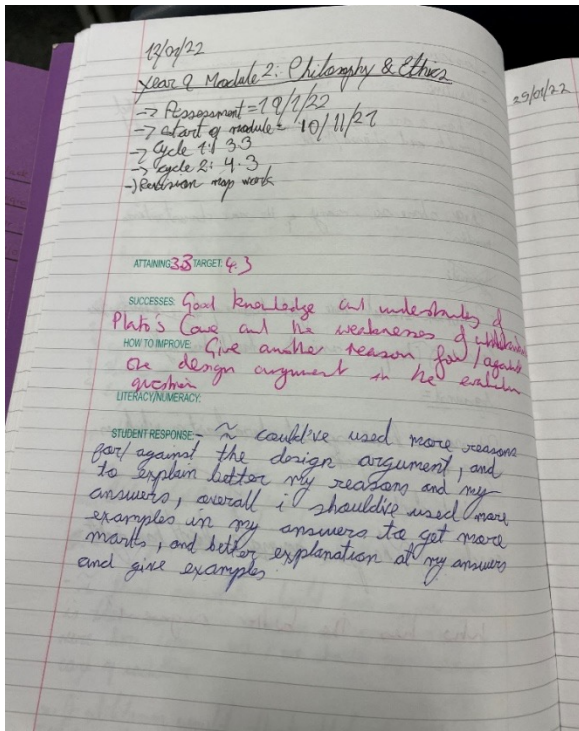
End-of-Cycle assessments should be securely attached to students' exercise book or assessment folders.

There should be evidence that students have engaged with written feedback in their books and that they have engaged and responded to the marking stamp. Best practice will be seen where students interact with the marking, make comments themselves and indicate that they have made corrections or completed a task to help them achieve the next step or correct a misconception.

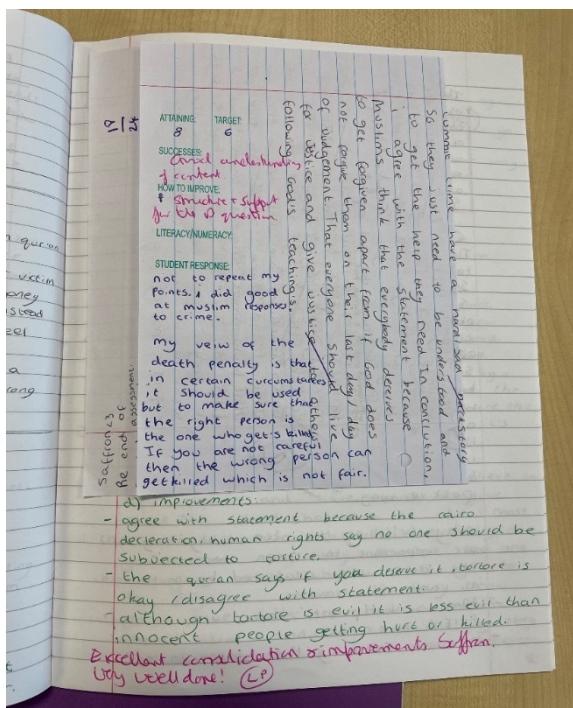
Marking Stamp

The marking stamp is designed to give students clear information on the level at which they are achieving and specific guidance on how to improve. It should be used twice during an assessment cycle (this will usually mean twice a term). It should be completed fully and students should be given specific areas to work on to ensure progress and there should be evidence that students have actioned these. Students should make informed comments in the Student Response section. Good practice will indicate an Attitude to Learning (ATL) score alongside target grade and current grade.

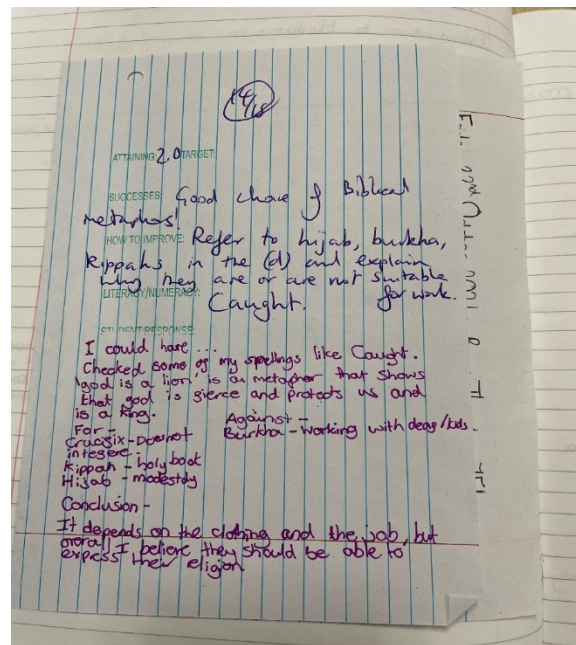
Marking & Feedback



Here are some examples of effective marking using the All Saints' Academy marking stamp. These examples clearly show that the assessment process is complete with students writing a Student Response that develops the assessed piece of work.



Consistently high quality marking and constructive feedback from teachers ensures that students make the very best progress.



Home Learning

Independent Study

Independent study (homework) away from the classroom is an essential component of the learning journey of our students. Independent study is learning which might traditionally be called Homework alongside other learning activities which happen during the Academy day but outside of lesson time.

The completion of independent study is a daily expectation for all students and progress towards meeting this will be encouraged, supported and monitored by teachers at all levels.

Students in Year 7 and 8 are expected to complete 1 hour per day, on average totalling 5 hours across the week. By completing this, students are able to progress through the deep and broad curriculum to prepare successfully for our Key Stage 4 programme of courses.

Students in Year 9, 10 and 11 are expected to complete 2 hours per day on average totalling 10 hours across the week. This will enable students to make enhanced progress through our challenging curriculum and achieve examination outcomes that surpass national expectations. This will afford them the best possible opportunities to secure further education, training and employment.

Students in Year 12 and 13 are expected to complete 3 hours per day, on average totalling 15 hours across the week. This will enable students to make enhanced progress through our challenging curriculum and achieve examination outcomes that surpass national expectations. This will afford them the best possible opportunities to secure further education, training and employment.

Independent study provides opportunities for our students to develop self-reliance, self-management and self-discipline. It gives time to reinforce concepts and skills learnt in lesson time, as well as time to research topics, concepts and ideas more deeply. Independent study is pre-planned and an essential element of each subject curriculum. It is designed to allow students to extend themselves with careful structure and guidance and develop a wider love of learning.

Independent Study Monitoring

We know that our students reach the highest standards of independent study when parents regularly monitor their children's completion of independent study tasks. Therefore, we encourage all parents to regularly discuss the independent study tasks that their children are engaged in and to monitor their progress through checking Satchel. We ask parents to support their children in providing a space for study at home.

Where students require additional structure or support with their independent study, we offer access to IT resources and support for all children at supervised independent study support club (Every evening from 3.10 - 4.10 in the Gateway Learning Hub, GLH).

AVPs and Subject Leaders monitor Satchel One and exercise books to ensure that independent study tasks are being set and completed in accordance to the independent study schedule. Monitoring takes place during learning conversations, lesson observations and through work scrutiny.

Pastoral Leaders and Tutors will monitor student folders to ensure that students are equipped with their Knowledge Organisers and are completing their independent study tasks. SLT will provide further monitoring via discussions with students from each year group. This is conducted on a rota basis according to a planned programme. Monitoring focuses on the regularity, quantity and quality of the independent study tasks set.

Assessment Calendar

Assessment Calendar 2021-22			
Teaching and Learning Cycles		Parents' Evenings, Reports, Exams	
Cycle 1 (9 weeks)		Parents' Evenings	
Teaching	Mon 6th Sept - Fri 22nd Oct	Year 7	Wed 9th Mar
Revision and Assessment	Mon 1st Nov - Fri 5th Nov	Year 8	Tue 15th March
Consolidate & Extend	Mon 8th Nov - Fri 12th Nov	Year 9	Thu 30th June
Cycle Data Entry	Mon 15th Nov - Wed 17th Nov	Year 10	Wed 4th May
Data checking (HoF)	Thu 18th Nov - Fri 19th Nov	Year 11	Thu 13th Jan
Cycle 2 (9 weeks)		Year 12 and 13	Tue 8th Feb
Teaching	Mon 15th Nov - Fri 14th Jan	Reports	
Revision and Assessment	Mon 17th Jan - Fri 21st Jan	Year 7	Fri 28th Jan - Mon 28th Feb
Consolidate & Extend	Mon 24th Jan - Fri 28th Jan	Year 8	Fri 11th Feb - Mon 7th Mar
Cycle Data Entry	Mon 31st Jan - Wed 2nd Feb	Year 9	Fri 20th May - Mon 13th Jun
Data checking (HoF)	Thu 3rd Feb - Fri 4th Feb	Year 10	Fri 18th Mar - Mon 4th Apr
Cycle 3 (9 weeks)		Year 11	Fri 3rd Dec - Fri 17th Dec
Teaching	Mon 31st Jan - Fri 25th Mar	Year 12 and 13	Wed 5th Jan - Mon 17th Jan
Revision and Assessment	Mon 28th Mar - Fri 1st Apr	Year 12 UCAS References	Mon 13th Jun - Fri 1st July
Consolidate & Extend	Mon 4th Apr - Fri 8th Apr	Internal Exams	
Cycle Data Entry	Mon 25th Apr - Wed 27th Apr	(Sports Hall/Gym/Dance Studio)	
Data checking (HoF)	Thu 28th Apr - Fri 29th Apr	TERM 1 - Year 11 E/M/S/RE	Mon 4th Oct - Tue 12th Oct
Cycle 4 (11 weeks)		TERM 1 - Year 13 Mocks	Mon 11th Oct - Tues 19th Oct
Teaching (5 weeks)	Mon 25th Apr - Fri 27th May	TERM 2 - Year 11 Full Mocks 1	Mon 15th Nov - Tue 30th Nov
End-of-Year Exams (Year 7 - 9) - TERM 6		TERM 2 - Year 12 and 13 Mocks	Mon 6th Dec - Tue 14th Dec
Revision and Assessments	Mon 6th June - Fri 24th June	TERM 3 - Year 11 E/M/S/RE	Mon 31st Jan - Tue 8th Feb
Cycle Data Entry	Mon 27th June - Fri 8th July	TERM 4 - Year 10 Mid-Year E/M/S/RE	Mon 7th Mar - Fri 12th Mar
Data checking (HoF)	Mon 4th July - Wed 6th July	TERM 4 - Year 11 Full Mocks 2	Mon 14th Mar - Tue 29th Mar
Consolidate & Extend	Mon 27th June - Fri 15th July	TERM 4 - Year 13 Mocks 2	Mon 28th Mar - Fri 1st Apr
		TERM 6 - Year 12 EOY	Mon 13th Jun - Fri 24th Jun
		TERM 6 - Year 10 EOY	Mon 20th Jun - Tue 5th July
		TERM 6 - Year 9 EOY E/M/S	Mon 4th July - Thu 7th July

Appendices

Contents:

Page 12	Appendix 1: Class Trackers
Page 13	Appendix 2: Reporting Exemplar: Cycle Grade Sheet
Page 14	Appendix 3: Reporting Exemplar: Full Report
Page 15 - 18	Appendix 4a-d: Data Entry Staff Guidance Example
Page 19	Appendix 5: Progress Sticker
Page 20	Appendix 6: KS3 Curriculum Assessment
Page 21	Appendix 7: Raising Attainment
Page 22 -28	Appendix 8: Independent Study Tasks Timetable



Class Trackers

This spreadsheet is an example of a class record sheet which includes information such as key groups (SEN and PP) as well as assessment data. A class record sheet should be exported from SIMS following the completion of a cycle and added to a teacher class tracker folder.

Following a cycle assessment, it is good practise to annotate a class record sheet to identify any progress concerns and the interventions/actions you will follow-up to address these concerns.

Class trackers should include the following information: seating plans, full SEN information, students who are PP, class record sheets and records of assessments including homework. In addition, there should be a summary of both the short and long-term plans for your classes. This would include schemes of learning and evidence of planning for each cycle.

[illegible]

Reporting Exemplars: Cycle Grade Sheet

Year 10 Student Review



Student Name

Attendance 100.0%

Subject	Cycle 1	Cycle 2	Cycle 3	Cycle 4	Attitude to Learning	Homework Tasks	Organised Equipped	Teacher
English	8.3	9.0			1	2	1	
Mathematics	6.0	7.7			1	1	1	
Biology	6.7	5.0			1	1	1	
Chemistry	7.3	6.3			1	1	1	
Physics	5.7	5.0			1	1	1	
Drama	6.7	6.0			1	1	1	
French	3.0	3.3			1	1	1	
History	6.3	9.0			1			
PE Sport	Merit	Merit			1	1	1	
Religion and Ethics	7.0	7.0			1	1	1	

The section below provides information on the GCSE grading structure, attendance categories and the criteria used for awarding effort grades.

Attainment: ASA grading for national curriculum subjects

GCSE standard														Entry Level								
5.3	5.0	4.7	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	E3.7	E3.3	E3.0	E2.7	E2.3	E2.0	E1.7	E1.3	E1.0

Students working at GCSE standard will be graded with number grades from 1.0 to 9.0. Students who are working below GCSE standard will be graded as Entry Level with grades from E1.0 to E3.7.

Attendance: The new attendance criteria below is a change from previous years to take into account the current pandemic. It should also be noted that any student who needs to go into isolation will be coded on our attendance registers with the letter X. The X-code does not have any direct negative impact on a student's overall attendance.

Outstanding	96% or above
Good	94% up to 96%
Needs improving	92% up to 94%
Inadequate	Less than 92%

Effort: Attitude to Learning, Homework and private study, Organisation and Equipment

1: Outstanding	Dark Green
2: Good	Green
3: Needs improving	Amber
4: Inadequate	Red

Reporting Exemplars: Full Report

Subject	Current Attainment	End of Year Target	End of Key Stage 4 Target	On Target ?	Attitude to Learning	Independent Learning Tasks	Organisation , Equipment	Teacher
English Language English Literature	B	B	B	Yes	1	1	1	
	B	n/a	B					
X is a dedicated and hard-working student who has made a vast improvement in English this year. His excellent mock exam results are testament to this. X should focus on extending his answers and explore how the writer uses language in further detail.								
Mathematics	C	C	B	Yes	1	1	1	
X has worked consistently this year - generally completing work to good levels. He had done well on his end of year assessment. His target for next year will be to actively engage with the teacher and class to enhance learning opportunities.								
Science: Core	C+	C	B	Yes	1	1	2	
Science: Additional	C	n/a	B					
I have been pleased with the progress X has been making in Science. He is quick to grasp new concepts and this is reflected with the grades he has achieved. X has the ability to achieve an A/A* in science. To do this X should complete additional past paper questions in lessons and at home.								
Business	Dist	Pass	Pass	Yes	1	1	1	
Over the course of the year X has been consistently working above his target grade. The assignments are written to a high quality and he shows a good understanding of the business topics. On the whole, he works hard to meet deadlines and completes any outstanding work in catch-up sessions. I am pleased with X progress and he should be proud of himself. X needs to continue to explain and expand on answers to produce distinction level work. Using examples and evidencing research will make his work stand out and ensure that he meets the highest criteria. Next year, as we move onto the controlled assessment, X will need to draw evidence from the text and put his answers in context to the business in question. He must continue to summarise the consequences of actions, showing a clear understanding of how business concepts impact on real businesses and their success or failure.								
Engineering	D	D	C	Yes	1		1	
The work X has started on his course work is good however he is behind where he should be. Rece must now use the Power Point help and the exam booklet to maximise his marks. X needs to complete the course work for unit A the deadline is the October half term and keep up to date with the theory Power Points being worked on at present.								
Geography	A-	B	A	Yes	1	2	2	
X achieved a very good grade (A) in his Year 10 exam. He showed that he could accurately use the information on the question paper and give detailed answers for the questions that had 6 marks. His success reflects his excellent attitude towards the subject. X needs to make sure his Controlled Assessment, a river study, is completed to the highest standard. His homework would also benefit from more time and attention to detail. If he follows this advice, he could then achieve a very high grade in his GCSE.								
Information Technology	D	D	n/a	Yes	2	2	2	
X has worked well this year within ICT lessons. I am hoping that he will take the knowledge and skills that he has been taught and learned into other lessons and apply them there.								
Religious Studies	E	C	B	No				
Clear progress has been made up to the RE teacher becoming ill. Despite cover work being set that was appropriate and was part of the syllabus, class work has not been done or completed in a diligent fashion. This has resulted in a poor end of year exam result and no progress has been made in the last term. In Year 11 energies must be channelled into concentrating in class, completing class notes and revising topics that were not learnt towards the end of Year 10. To make expected progress, written work must include key vocabulary and GCSE answers should be extended by referring to Bible passages and Christian teachings.								
Sports Option	Merit	Merit	Merit	Yes	2	2	2	
X has completed his Leadership unit to distinction standard. He has continued to work well and has applied himself fully to the tasks set. He recorded a Level 1 Pass in the examination unit and is working hard to improve this for the second sitting. X must continue to approach all tasks with enthusiasm and apply as much detail as possible. He must read through his work and be confident that he has responded fully and correctly. X must look to practise examination questions and check through the mark scheme to ensure that he has accessed all the marks available.								

Attendance this academic year

99.50 %

Stop the Clock Staff Guidance Example

STOP THE CLOCK 1: Wed 30th Sept to Mon 5th Oct

PLEASE NOTE: THERE IS A STC TRAINING SESSION ON THURS 1ST OCT (3.25 - 3.55PM)
FOR NQTs/TEACH FIRST BUT OTHER STAFF ARE WELCOME TO ATTEND

Using SIMS.net Assessment Marksheets

Locate the marksheet icon from the menu at the top of the screen.
In the template name box enter:

'A' for active marksheets needing your attention and then click **search**.



All teachers of a class will be able to see the relevant marksheet. You will need to agree on a strategy for filling the grades in (collaboration or delegation).

If you are unfamiliar with this process, general instructions on completed grades are found in location:

Z:\Data Management\Assessment Handbook\General assessment data entry.

Columns in grey cannot be changed directly in the marksheet displayed.

For the first Stop the Clock (labelled Term 1) we are collecting five grade categories on each student and a house tutor comment for all students.

Attainment Current average attainment grade for the work completed so far for all groups. The new grading structure will be used for some groups. Wt (working towards) grades will no longer be used.

- Y7 - Y9 will report a number grade in academic subjects as will Y10 in English & Maths
 - o The new assessment framework will be used to grade these students (see page 5)
 - o E.g. using the new framework **5.0 = low C grade**, **5.3 = secure C grade**, **5.7 = high C grade**
 - o The old versus new grading table can be found on page 5
- The attainment number grade (start) for Y7 - Y9 in the other academic subjects can be populated using the 'FDN Attainment grade term 1' unless a baseline test replaces this start point.
- All other academic subjects (Y10 - Y13) will report a grade A* - U
- In Y9 vocational (BTEC) subjects no attainment grade is required for STC#1
- In Y10 & Y11 vocational (BTEC) subjects an attainment grade is required, e.g. pass, merit, distinction etc
- The **table on page 1 below** provides a conversion from a KS2 level to the new number grades. For example, a Y8 student who achieved a 4a at the end of Y7 would typically start Y8 with a score of 1.7

Stop the Clock Staff Guidance Example

Progress measuring progress towards end of year targets:

exceeding (+); on target (=); below expected progress (-)

ATL: Attitude to Learning **HW:** Homework (Sixth Form: Independent Study) **EQO:** Equipped and Organised

Each category is graded 1 to 4 using the Ofsted criteria. Guidance for ATL, HW and EQO grades can be found on pages 3, 4 and 5.

House Tutor Comment From 6th - 12th Oct house tutors will write a comment about the progress of each student in their house tutor group. Guidance and examples can be found on page 5.

STC conversations During the STC window subject staff are required to have a conversation with each student in class about their progress and how they can improve.

For the *Stop the Clock* sheets we will RAGG the grades for ATL, HW and EQO to make it easier to identify where problems exist. RAGG colouring should be an automatic process.

Red = Inadequate Amber = Needs improvement Green = Good Dark Green = Outstanding

Remember the audience for the comment is the parents. Avoid chopping and changing between parent and student in the middle of your comments: *Georgia is making good progress with her reading; you need to keep this up.*

Heads of Department are responsible for checking that all grades have been completed and that all targets are reviewed in light of the new data entry. They should also mark that the sheets are completed.

Attitude to Learning (ATL)

To achieve outstanding, good, requires improvement or inadequate for ATL students need to meet the following criteria:

OUTSTANDING

Your attitude to learning is excellent.
You work exceptionally well in class.
You encourage others to learn in the class. Your personal standard of work is outstanding.
You show enthusiasm, resilience and a love of learning.

GOOD

Your attitude to learning is good.
You always choose to work well in class.
You promote learning your class.
Your personal standard of work is good.
You always engage in the learning.

Stop the Clock Staff Guidance Example

REQUIRES IMPROVEMENT

Your attitude to learning requires improvement.
 You can choose to work well but sometimes choose not to.
 You sometimes choose to disrupt learning.
 Your personal standard of work requires improvement.
 You sometimes engage with the lesson.

INADEQUATE

Your attitude to learning is poor.
 You often choose not to work in class.
 You often choose to disrupt the learning of others.
 Your work is of a poor standard.
 You rarely engage.

Homework (HW)

1. Outstanding

The student consistently achieves at least their target grade.
 Immaculate work is submitted with almost no mistakes.

2. Good

The student usually achieves their target grade.
 High quality work is submitted with some mistakes.

3. Requires Improvement

The student rarely achieves their target grade.
 Rushed or incomplete work is submitted. Deadlines are sometimes met.

4. Inadequate

The student has not submitted homework.
 Deadlines are never met.

Equipped and Organised (EQO)

1. Outstanding

The student has ALL the correct equipment for your subject including their planner.
 Punctuality to lessons is never a problem.
 The student is always READY TO LEARN without needing any reminders.

2. Good

The student has MOST the correct equipment for your subject including their planner.
 Punctuality to lessons is rarely a problem.
 The student is usually READY TO LEARN without needing any reminders.

3. Requires Improvement

The student has SOME the correct equipment for your subject including their planner.
 Punctuality to lessons is usually a problem.
 The student is sometimes READY TO LEARN but often needs reminders.

4. Inadequate

The student has NONE the correct equipment for your subject including their planner.
 Punctuality to lessons is always a problem.
 The student is never READY TO LEARN and always needs reminders about getting organised in lessons.

Stop the Clock Staff Guidance

Guidance to help write a house tutor comment:

House tutor comments are being collected for all year group: How has the student progressed so far this year /What does the student need to catch up on and what do they need to improve. This needs to be student specific sentences and not a bland “improve their attendance” or “work harder in RE” type comments. A good comment is a clear sentence(s) giving a SMART target and demonstrating that you know the student well.

Best practice is when the house tutor comment starts with positive feedback. For example, “I am delighted to see that NAME has 100% attendance.” This would be followed by a comment on what the student needs to improve or better progress. Some examples are found below:

“This is an excellent report and NAME has achieved outstanding in almost all areas. To make even better progress, NAME now needs to focus on...”

“This is a good report and NAME has achieved outstanding in some areas. To make better progress, NAME now needs to focus on...”

“After a positive end to Year X, NAME has not made a good start to the new academic year. NAME has shown that they can be a good student and they must now focus, in particular, on having a positive attitude to learning in English, Science and...”

End of Year House Tutor Reports - “House Style”

Although each Student’s House Tutor report will be individualised and different to each other report for content, to maintain writing consistency across all reports the following are to be used as “House Style”:

- The student’s “legal” (SIMS) name will be at the top of the report but, within the body of the report, House Tutors should use the preferred forename, if different. Nicknames should not be used at any time.
- All subjects should be given a Capital Letter, if mentioned in a report [e.g. English, Mathematics, Geography, Product Design etc.] Similarly Year 7 is a name and so title case (not year 7 or Y7).
- BTECs/ GCSEs - do not require an apostrophe, where you are refer to a plural
- Academy (or All Saints’ Academy) should have a capital letter
- Correct use of “he” or “she” in the report - check - especially if House Tutors are copying similar sentences
- Avoid contradicting sentences with the grades given in columns 1-5 [e.g. Outstanding Punctuality but within the report, writing “X needs to arrive on time more often.
- Check the use of “to” and “too” within the reports
- Check the use of “practice” - the noun e.g. a Football practice; and “practise” - the verb e.g. X needs to practise more subject vocabulary

Correct versions:

- Well done John, and keep up the good work OR BETTER Well done John; keep up the good work.
- Focusing or focuses or focused are House styles
- Living Well
- House

Incorrect:

- John’s attendance has been good this year, however his punctuality is rubbish.
- John’s attendance has been good this year, and his punctuality is rubbish.

Correct:

- John’s attendance has been good this year. His punctuality, however, is disappointing.
- John’s attendance has been good this year, but his punctuality is disappointing.

Progress Stickers

Progress Stickers are designed to keep students informed of their current grade so that they can then review their progress against their end-of-year target grade.

These stickers should be stuck on the inside of exercise books and assessment folders. Staff are required to update these stickers at the end of each cycle.

Progress Sticker



Name	Year	Subject
------	------	---------

Grade achieved last summer =

Target grade this year =

	Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5
Grade					
Average grade					
ATL					

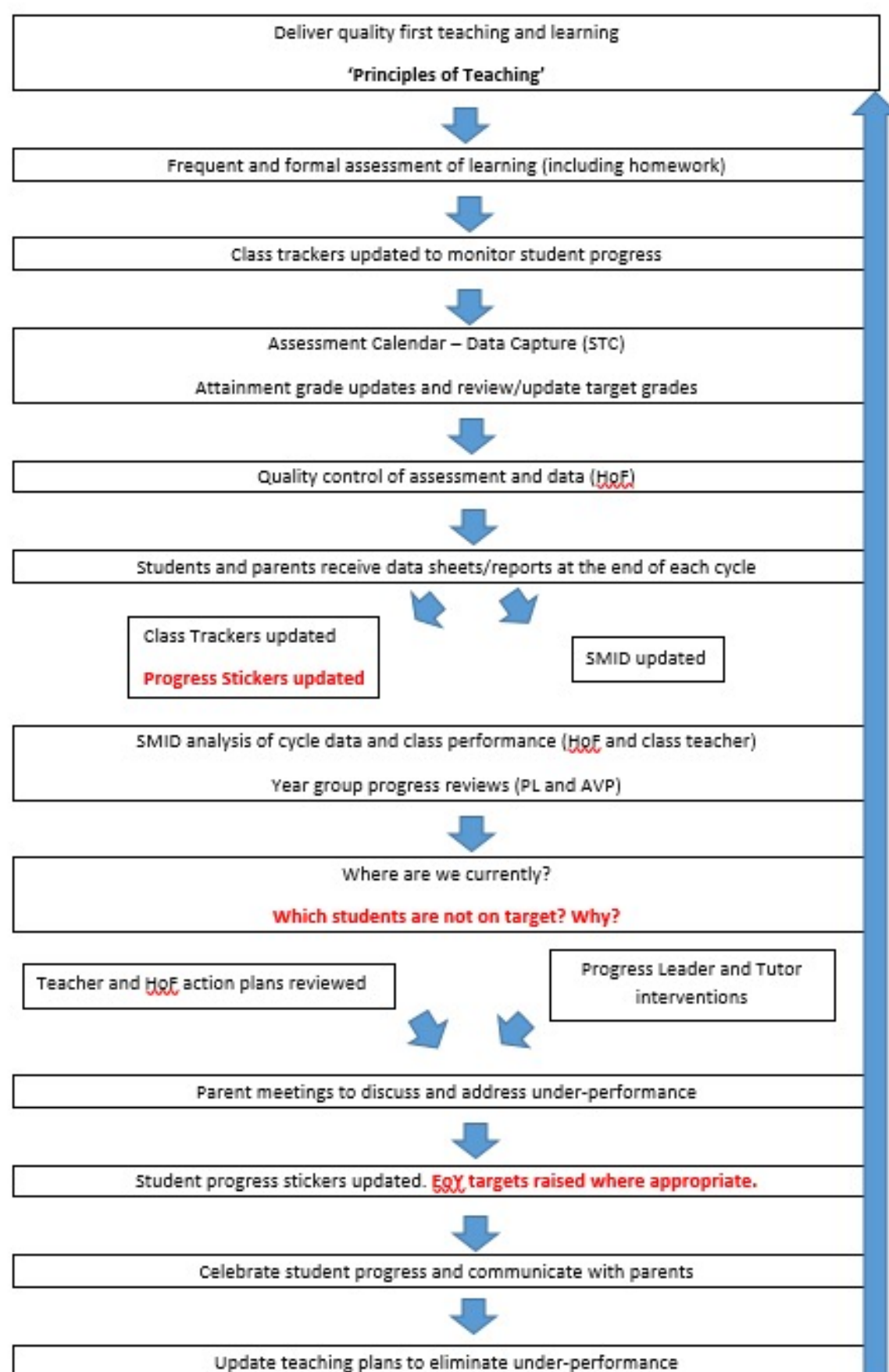
KS3 - Curriculum Assessment

KEY STAGE 3 GEOGRAPHY - YEAR 7									
Skills	National Curriculum	Success Criteria	When is this taught?		Year 7 Term 3	Developing	Achieving	Exceeding	
			Year 7 Term 1	Year 7 Term 2					
	collect, analyse and communicate with a range of data gathered through experiences of fieldwork that deepen their understanding of geographical processes	D A E	✓	✓	✓	✓	✓	✓	✓
	interpret a range of sources of geographical information, including maps, diagrams, globes, aerial photographs and Geographical Information Systems (GIS)	D A E				✓	✓	✓	✓
	communicate geographical information in a variety of ways, including through maps, numerical and quantitative skills and writing at length	D A E				✓	✓	✓	✓
Knowledge	National Curriculum	Success Criteria	When is this taught?		Year 7 Term 3	Developing	Achieving	Exceeding	
			Year 7 Term 1	Year 7 Term 2					
	extend their locational knowledge and deepen their spatial awareness of the world's countries using maps of the world to focus on Africa, Russia, Asia (including China and India), and the Middle East	D A E	✓	✓	✓	✓	✓	✓	✓
	understand geographical similarities, differences and links between places through the study of human and physical geography of a region within Africa, and of a region within Asia	D A E				✓	✓	✓	✓
	physical geography relating to: geological timescales and plate tectonics; rocks, weathering and soils; weather and climate; the distribution of natural resources; and the impact of the present and glacial, hydrology and coasts	D A E				✓	✓	✓	✓
	human geography relating to: population and urbanisation; international development; economic activity in the primary, secondary, tertiary and quaternary sectors; and the use of natural resources	D A E				✓	✓	✓	✓
	understand how human and physical processes interact to influence, and change landscapes, environments and the climate; and how human activity relies on effective functioning of natural systems	D A E				✓	✓	✓	✓
	build on their knowledge of globes, maps and atlases and apply and develop this knowledge routinely in the classroom and in the field	D A E				✓	✓	✓	✓
	interpret Ordnance Survey maps in the classroom and the field, including using grid references and scale, topographical and other thematic mapping, and aerial and satellite photographs	D A E				✓	✓	✓	✓
	use Geographical Information Systems (GIS) to view, analyse and interpret places and data	D A E				✓	✓	✓	✓
	use fieldwork in contrasting locations to collect, analyse and draw conclusions from geographical data, using multiple sources of increasingly complex information.	D A E				✓	✓	✓	✓

The following table provides an example, from Geography, showing how the curriculum is assessed in Year 7. This is a typical model/template that all subjects adopt.

Year 8 and Year 9 follow with the same template to identify where specific skills and knowledge are taught during each cycle at Key Stage 3. The criteria will form the learning objectives linked to the Programme of Study for each subject at Key Stage 3.

Raising attainment at All Saints' Academy



Independent Study Tasks Timetable

Year 7

Week 1							
Subject	7 e1	7 e2	7 e3	7 c1	7 c2	7 c3	7 f
English	Wed	Wed	Wed	Wed	Wed	Wed	Wed
Maths	Mon	Mon	Mon	Mon	Mon	Mon	Mon
Science	Thurs	Thurs	Thurs	Thurs	Thurs	Thurs	Thurs
RE	Friday	Tuesday	Tuesday	Friday	Thursday	Monday	Friday
Geography	Wed	Wed	Wed	Wed	Tues	Thurs	Thurs
History	Fri	Wed		Mon	Tues		Wed
Art				Thurs	Wed	Thurs	
French		Tues	Fri		Mon		
Drama				Wed		Tues	Fri
Music					Mon	Thurs	Wed
DT	Mon	Mon	Mon				Mon
Computing	Mon	Mon	Mon	Mon	Mon	Mon	Mon

Week 2							
Subject	7 e1	7 e2	7 e3	7 c1	7 c2	7 c3	7 f
English	Wed	Wed	Wed	Tues	Tues	Tues	Tues
Maths	Mon	Mon	Mon	Mon	Mon	Mon	Mon
Science	Thurs	Thurs	Thurs	Thurs	Thurs	Thurs	Thurs
RE	Tuesday	Tuesday	Wednesday	Tuesday	Wednesday	Monday	
Geography	Fri	Tues	Fri	Wed	Mon	Fri	Wed
History	Monday	Wed	Monday	Thurs		Tues	Wed
Art	Fri	Wed	Thurs				Fri
French	Wed			Mon		Mon	
Drama	Wed	Wed	Mon		Fri		
Music	Thurs	Thurs	Fri	Fri			
DT				Tue	Tue	Tues	
Computing	Mon	Mon	Mon	Mon	Mon	Mon	Mon

Independent Study Tasks Timetable

Year 8

Week 1							
Subject	8 e1	8 e2	8 e3	8 c1	8 c2	8 c3	8 f
English	Mon	Mon	Mon	Mon	Mon	Mon	Mon
Maths	Tue	Tue	Tue	Tue	Tue	Tue	Tue
Science	Fri	Fri	Fri	Fri	Fri	Fri	Fri
RE	Monday	Monday	Wednesday	Thursday	Monday	Friday	Thursday
Geography	Mon		Fri	Wed	Tues		Wed
History	Fri	Mon	Mon	Wed	Wed	Tues	Mon
Art	Fri	Thurs	Tues	Tues			
French	Wed	Fri	Thu				
Drama	Thurs	Thurs	Mon	Mon			
Music	Wed	Fri	Mon	Fri		Wed	
DT	Tues	Tue	Tue				Tue
Computing	Tue	Tue	Tue	Tue	Tue	Tue	Tue

Week 2							
Subject	8 e1	8 e2	8 e3	8 c1	8 c2	8 c3	8 f
English	Mon	Mon	Mon	Mon	Mon	Mon	Mon
Maths	Tue	Tue	Tue	Tue	Tue	Tue	Tue
Science	Fri	Fri	Fri	Fri	Fri	Fri	Fri
RE	Friday	Friday	Tuesday	Tuesday	Thursday	Tuesday	Thursday
Geography	Wed	Mon	Wed	Tues	Thurs	Mon	Fri
History	Tues	Wed	Mon	Mon	Mon	Mon	Mon
Art					Tues	Tues	Wed
French				Mon	Fri	Tues	
Drama					Fri	Thu	Thu
Music					Wed		Wed
DT				Thu	Thu	Thu	
Computing	Tue	Tue	Tue	Tue	Tue	Tue	Tue

Independent Study Tasks Timetable

Year 9

Week 1							
Subject	9 e1	9 e2	9 e3	9 c1	9 c2	9 c3	9 f
English	Thursday						
Maths	Wednesday						
Science	Monday						
RE	Monday/Friday						
Business	Tues	Tues	Tues				
Geography	Thurs			Mon	Thurs	Tue	
History			Fri	Wed	Tue	Tue	
Art		Tue	Tue			Wed	Tue
French	Mon	Fri	Thu				
Drama	Thurs	Wed		Tues			
Music	Mon		Thurs	Mon			Fri
DT	Wed	Tue		Fri	Wed		
Computing	Wednesday						

Week 2							
Subject	9 e1	9 e2	9 e3	9 c1	9 c2	9 c3	9 f
English	Thursday						
Maths	Wednesday						
Science	Monday						
RE	Monday/Friday						
Business	Wed	Wed	Wed				
Geography		Mon	Mon				Fri
History	Mon	Tues					Mon
Art	Thu			Wed	Thu		
French				Fri	Thu	Fri	
Drama			Tues		Tue	Tue	
Music		Tue			Fri	Mon	
DT			Thu			Mon	
Computing	Wednesday						

Independent Study Tasks Timetable

Year 10

Week 1						
Subject						
English	Wednesday					
Maths	Friday					
Science	Tuesday					
RE	Monday					
	10A		10B		10C	
Geography	Mon		Thurs			
History			Thurs		Thurs	
PE			Mon		Mon	
DT	Tue					
Construction			Thurs			
Food			Thurs			
Art						
Business	Wed					
French	Wed		Thurs			
Spanish	Tue				Thurs	
Hair & Beauty			Thurs			
Drama	Wed		Thurs			
H&S					Thurs	
Comp Sci					Thu	

Week 2						
Subject						
English	Wednesday					
Maths	Thursday					
Science	Tuesday					
RE	Monday					
	10A		10B		10C	
Geography	Tues		Thurs			
History			Thurs		Tues	
PE			Mon		Mon	
DT	Tue					
Construction			Thurs			
Food			Thurs			
Art	Tue		Thurs			
Business	Wed					
French	Wed		Thurs			
Spanish	Tues				Fri	
Hair & Beauty			Thurs			
Drama	Wed		Thurs			
H&S					Thurs	
Comp Sci					Thu	

Independent Study Tasks Timetable

Year 11

Week 1						
Subject						
English	Thursday					
Maths	Wed					
Science	Monday					
RE	Tuesday/Thursday					
	11A		11B		11C	
Geography	Thurs				Tues	
History	Thurs				Tues	
PE	Tues		Tues			
Music			Mon/Wed			
DT			Tue			
Construction	Fri					
Food			Tues			
Art			Tues		Tues	
Business	Fri					
French			Mon			
Spanish			Tue		Fri	
Hair & Beauty	Fri					
Drama			Mon		Fri	
H&S					Wed	
Week 2						
Subject						
English	Thursday					
Maths	Thur					
Science	Monday					
RE	Tuesday/Thursday					
	11A		11B		11C	
Geography	Thurs				Wed	
History	Thurs				Wed	
PE	Mon		Thurs			
Music			Mon/Wed			
DT			Tue			
Construction	Fri					
Food			Tues			
Art			Tues		Tues	
Business	Fri					
French			Mon			
Spanish			Mon		Wed	
Hair & Beauty	Fri					
Drama			Mon		Fri	
H&S					Wed	

Independent Study Tasks Timetable

Year 12

Subject	Week 1	Week 2
Af	Tues	Tues
Ap	Mon	Mon
Bi	Tues	Tues
Bs/Bu	Wed	Wed
Ch	Mon	Mon
Dr	Thu	Fri
Ms	Thurs	Wed
Gg	Mon	Mon
Hi	Mon	Mon
Hs	Mon	Mon
Ll	Mon	Fri
Lw	Wed	Wed
Ma	Fri	Fri
Ph	Mon	Mon
Ps	Wed	Mon
So	Tues	Tues
Tt	Wed	Wed
It	Tues	Tues
Cp	Fri	Fri
PhE	Mon	Mon
Fs	Thurs	Thurs
Sb	Mon	Mon

Year 13

Subject	Week 1	Week 2
Af	Mon	Mon
Ap	Thurs	Thurs
Bi	Mon	Mon
Bs/Bu	Tues	Tues
Ch	Thurs	Thurs
Dr	Fri	Fri
Ms	Fri	Fri
Gg	Mon	Mon
Hi	Tues	Wed
Hs	Mon	Mon
Ll	Mon	Fri
Lw	Wed	Wed
Ma	Thu	Thu
Ph	Weds	Weds
Ps	Thurs	Thurs
So	Tues	Tues
Tt	Mon	Mon
PhE	Tues	Tues
Cp	Fri	Fri
Pd	Wed	Fri
Sb	Thurs	Thurs
Fs	Mon	Tues
It	Wed	Wed
Cp	Thurs	Thurs