CASTLE MANOR ACADEMY
ASSESSMENT AND REPORTING POLICY
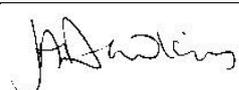
We work hard

We are kind

We are PROUD

Date Approved	December 2021
Signed	
Name	Justine Dawkins Chair of Governors
Minuted	December 2021
Date of Next Review	December 2022

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Assessment and Reporting Principles:
We will
- Communicate with parents/carers in a timely and effective manner
- Improve the accuracy and reliability of data
- Enable teachers and leaders to use the collected data
- Reduce workload

In every lesson, formative assessment will be used to ensure that learning and progress is being made, diagnose areas to improve and identify next steps for learning. Summative assessments are designed and set at timely intervals that are <u>appropriate</u> for each year group and subject's curriculum as identified in the subject curriculum plan.

Each subject creates and defines their own team's assessment calendar which is linked to their curriculum plan. The team, as curriculum specialists, decide what is being assessed, how it is being assessed and when data is being collected. This design and autonomy is critical in ensuring the relevance and production of robust assessments and the appropriateness of data collected for each individual subject area. Each team's assessment calendar is reviewed annually.

Students in Year 7-10 will receive three report cards a year. Two report cards will contain % data (Year 7-9) or current grade (Year 10) based on summative, cumulative assessment to date. The end of year report (Report Card 5) will also contain a PPG for Year 10 students only. Students in Year 11 will also receive three report cards a year. Two will contain data based on mock exams and coursework. Please see the **Reporting Schedule Table** below.

In addition, Years 7-9 continue to complete the GL assessments (comparative attainment assessments across the Unity Schools Partnership). This is at the beginning of the year for Year 7 and end of the year for Years 7-9, in English, Maths and Science. These provide the school and the Trust with a 1-9 grade for each student that benchmarks their attainment against peers nationally. This then tracks their progress year-on-year and provides information about their strengths and weaknesses. This will also be sat by any mid-year admissions so that the school can achieve an accurate baseline, monitor their progress and compare to peers.

Assessment data is utilised by the teacher and analysed by the Curriculum Team Leader to identify if students are making progress or if there are gaps in the learning. The formative and summative assessment data directly informs the teaching and learning taking place in the classroom on a daily basis. Teachers utilise Question Level Analysis from in-class assessments and

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mock exams to provide detailed feedback to all students and to inform intervention.

Reporting Schedule Table 2021-2022

	Year Groups
Report Card 1 (All Year Groups) Opens: Monday 11th October Completed by: Monday 18th October TL Checks completed by: Wednesday 20th October Sent home: Friday 22nd October	Attributes (Effort, QW and Home Learning) for all year groups. Teacher Targets for Year 10 and 11.
Year 11 MOCKS Monday 22nd November – Friday 3rd December	Year 11 Only
Report Card 2 (Year 11 Only) Opens: Monday 29th November Completed by: Friday 10th December TL Checks completed by: Thursday 16th December Data sent to Trust: Friday 17th December Sent home: Wednesday 5th January	Year 11 Only Three sets of data collected- Mock Grade, Current Grade, PPG 1 Attributes (Effort, QW and Home Learning)
Report Card 3 (Year 7-10 Only) Opens: Monday 17th January Completed by: Wednesday 2nd February TL Checks completed by: Friday 4th February Sent home: Wednesday 9th February	Year 7-10 Only Attributes (Effort, QW and Home Learning) Current grades for Year 10 and % for Year 7-9.
Year 11 MOCKS Monday 28th February until Friday 11th March	Year 11 Only
Report Card 4 (Year 11 Only) Opens: Monday 14th March Completed by: Monday 28th March TL Checks completed by: Friday 1st April Sent home: Wednesday 6th April Current Grade sent to Trust by Friday 23rd April	Year 11 Only Three sets of data collected- Mock Grade, Current Grade, PPG 2 Attributes (Effort, QW and Home Learning)
Report Card 5 (Year 7-10 Only) Opens: Monday 20th June Completed by: Friday 8th July TL Checks completed by: Wednesday 13th July Sent Home: Friday 15th July	Year 7-10 only Attributes (Effort, QW and Home Learning) End of Year current grades for Year 10 and % for Year 7-9. PPG for Year 10

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Reporting

Information will be reported home on a termly basis, accompanied by a newsletter of the year group's achievements from the Achievement Leader

Each Report Card will collect:
- Attendance data
- Behaviour points
- Reading age score (KS3)
- Student attributes:
  o Effort
    ▪ This is a judgement on how much effort the student is applying to their studies. The teacher will need to select if the student is consistently high, above expected, expected or below.
  o Home learning
    ▪ This is a reflection of the student's learning outside the classroom and the standard to which they consistently submit their home learning tasks on time. The teacher will need to select if the student meets all the Home Learning deadlines and consistently completes all Home Learning tasks to a standard that is above, expected or below their current ability or rarely submits home learning.
  o Quality of written communication

    This is a reflection of the student's ability to use subject specific vocabulary to demonstrate their knowledge of the tasks set using written communication. The teacher will need to select if the student is writing above, expected, below or well below their current ability.

Students that have an EHCP or a LAC receive written comments in all report cards that are used for their Professional Meetings. The leader responsible for SEND and LAC proof reads the information.

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