WINDLESHAM HOUSE SCHOOL

PUPIL ASSESSMENT POLICY

Contents

1.   Statement of Policy

1.1   It is the policy of Windlesham House School ("the School") to assess pupils both formally and informally in order to track pupil progress, inform planning and to give teachers and SLT an overview of cohort performance and trends.

1.2   This policy incorporates all areas of the school including the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding Policy Statement.

2.   Aims

The aims of assessment are:
*   To enable pupils to demonstrate what the pupils know, understand and can do in their work.
*   To help pupils understand what they need to do next to improve.
*   To allow teachers to plan work that accurately reflects the needs of each child.
*   To provide regular information for the Headmaster, staff and parents that enables them to support each pupil's learning and make decisions about their future.
*   To provide the Headmaster and governors with information that allows them to make judgements about the effectiveness of the school.

3.   Practice and Procedure

3.1   We believe that effective assessment provides information to improve teaching and learning. The details of what is to be taught to each year group are given in the schemes of work where opportunities for assessment within each broad unit of work are identified.

3.2   We provide parents with regular reports (see separate document) on their child's progress so that teachers, children and parents are all working together to raise standards for all pupils. Individual Education Plans are written as necessary.

3.3   We recognise various methods of assessing a child's learning, although all methods may not be appropriate within the younger years. The type of assessment that we make varies from subject to subject. We keep a record of standardised test data in phase data sheets (CAT4, AR and Star Maths). This information is also held by the class teacher within the class profile and used to inform teaching strategies. A central mark book is held by the Deputy Head Academic for the Diploma and Futures programme as well as for end of year exams in year 6 and below. Continuous assessment is recorded at departmental level as well as in individual teacher planners.

3.4   If necessary, the information of an individual child who is not performing as expected, is passed on to the Head of Phase for any appropriate intervention and support for Waves 1 and 2 of intervention. If there are still concerns, the pupil is then referred to the Head of LED.

4.   Record Keeping

ISAMS is our tool for recording exam results on individual pupil performance and teachers are expected to enter all relevant data on there.

The 'Academic Concern' reporting tab is used to record instances whereby a pupils has not met the classroom expectations in terms of work output, learning habits or prep completion. Academic concerns are received by the pupil's form teacher, phase leader, boarding master and by the Deputy Head Academic. Actions will be agreed between the form teacher and the class teacher, and relevant updates will be shared at the weekly Phase Leader meeting.

5.   Informal and/or Continuous Assessment

5.1   A variety of informal methods of record keeping are used across the school, these include:

- Regular and detailed marking of pupil work throughout the year (see Marking Policy)
- Keeping of accurate records of pupil achievements
- Regard for group work, oral and other non-written work
- CAT4 tests are taken by years 3 to 8 in the autumn term
- Accelerated Reader and Star Maths are taken by year 3 to year 8, four times per school year
- PIRA and PUMA are taken by year 1 and year 2, three times per year
- Reading, writing, reasoning and maths are tracked in the Pre-Prep, along with the EYFS Foundation Stage profile

5.2   The test scores are recorded and used to inform the Phase Leaders teachers, the LED department and the Deputy Head (Academic) on the performance, progress, needs and learning biases of the children.

6.   Formal Assessment/Exams

6.1   All pupils throughout the school take formal assessments, at appropriate times in the year. All exams reflect the work done during the academic year. Exams should pay due regard to the need to differentiate the task to allow access to all pupils and reflect extra time or special arrangements as recommended by the Head of the Learning Development department.

Year 8	End of term exams in November or mock scholarship exams End of term exams in March End of year exams in June (all subjects) Standardised Assessments (English and maths) towards the end of every term
Year 7	End of year exams in June (all subjects) Standardised Assessments (English and maths) towards the end of every term
Year 6	End of year exams in June (core subjects) Standardised Assessments (English and maths) towards the end of every term
Year 5	End of year exams in June (core subjects) Standardised Assessments (English and maths) towards the end of every term
Year 4	Standardised Assessments (English and maths) towards the end of every term
Year 3	Standardised Assessments (English and maths) towards the end of every term
Year 2	Standardised Assessments (English and maths) towards the end of every term
Year 1	Standardised Assessments (English and maths) towards the end of every term
Reception	Standardised Assessments (English and maths) towards the end of every term

6.2   Should parents request to see their children's exam papers, the school will make a photocopy to send home or scan it. Originals, however, are kept at school should evidence be required. The school will not advertise to families that this can be done, but only carry out this policy on request.

7.   Reporting and Parents' Meetings

7.1   Marks, tracking of both class work and preps along with overall attainment and progress are collated to form the basis of the progress and End of Term reports. Grades for effort and attainment are recorded on the progress reports. The grades for attainment are awarded against the relevant success criteria for that half of term. In addition to this, each report refers to the ways a pupil is using the learning habits. The grades and effort are explained and supported by a comment addressed to the child on progress reports and the parent on the end of term reports. A copy of each progress and end of term report is kept as a record and is one of the main records of a child's academic performance and progress. The assessment reporting schedule is provided at Annex 1.

8.   Reporting on Compliance and Effectiveness

8.1   This policy will be reviewed by the Governing Body a minimum of every two years. Progress against its implementation will be monitored by the Education Committee.

8.2   The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

Appendix 1: Assessment and Reporting Schedule

Autumn 2024/25

Start of Term Online Check-In (Form Tutor)	All Year Groups
CAT4 Tests	Year 8
CAT4 Tests	Year 6 and Year 7
Star Maths Assessment	Year 3 to Year 8
Accelerated Reader Assessment	Year 3 to Year 8
CAT4 and standardised data shared by parental request via PLs	All Year Groups
Senior School Online Check-In (VM)	Year 6
Form Teacher Meeting - In Person	Pre Prep
Form Teacher and Boarding Meeting - In Person	Year 3 to Year 6
Form Teacher Meeting - Online	Pre Prep
Form Teacher and Boarding Meeting - Online	Year 3 to Year 6
CAT4 Tests	Pre Prep, Year 3 and Year 4
CAT4 Tests	Year 5
Progress Report published to parents	Year 7 and Year 8
Diploma Assessment Tracker updated by HoDs	Year 7 and Year 8
ISEB Pre Test	Year 6 and Year 7
Mock Exams	Year 8
Exam Grade Card published to parents	Year 8
Parent-Teacher Meeting - Online (all subjects)	Year 8
Parent-Teacher Meeting - In Person (all subjects)	Year 8
Star Maths Assessment (or PUMA)	Year 3 to Year 8 + (Pre Prep)
Accelerated Reader Assessment (or Phonics/Writing/PIRA)	Year 3 to Year 8 + (Pre Prep)
Standardised data shared by parental request via PLs	All Year Groups
Core Subject and Form Report published to parents	Pre Prep
Full Report published to parents	Year 3 to Year 7
Diploma Assessment Tracker updated by HoDs	Year 7 and Year 8

Spring 2024/25

CAT4 Tests for New Starters	All Year Groups
CAT4 and standardised data shared by parental request via PLs	All Year Groups
Mock Scholarship Morning	Year 8
Parent - Teacher Meeting (All Subjects) - In Person	Year 7
Parent - Teacher Meeting (All Subjects) - Online	Year 7
Parent - Teacher Meeting (All Subjects) - In Person	Year 5
Parent - Teacher Meeting (All Subjects) - Online	Year 5
Parent Pop-Ins	Reception to Year 4
Progress Report published to parents	Year 8
Diploma Assessment Tracker updated by HoDs	Year 7 and Year 8
Parent - Teacher Meeting (All Subjects) - In Person	Year 6
Parent - Teacher Meeting (All Subjects) - Online	Year 6
Parent - Teacher Meeting (All Subjects) - In Person	Year 3
Parent - Teacher Meeting (All Subjects) - Online	Year 3
Parent - Teacher Meeting (All Subjects) - In Person	Year 4
Parent - Teacher Meeting (All Subjects) - Online	Year 4
Parent Pop-Ins	Year 5
Star Maths Assessment (or PUMA)	Year 3 to Year 8 + (Pre Prep)
Accelerated Reader Assessment (or Phonics/Writing/PIRA)	Year 3 to Year 8 + (Pre Prep)
Mock Exams	Year 8
Progress Report published to parents	Year 7
Full Report published to parents	Year 8
Diploma Assessment Tracker updated by HoDs	Year 7 and Year 8

Summer 2024/25

CAT4 Tests for New Starters	All Year Groups
CAT4 and standardised data shared by parental request via PLs	All Year Groups
Senior School Check-In (VM)	Year 6 and Year 7
Parent-Teacher Meetings (All Subjects)	Reception, Year 1, Year 2
End of Year Examinations	Year 5 and Year 6
Diploma Assessment Tracker updated by HoDs	Year 7 and Year 8
Star Maths Assessment (or PUMA)	Year 3 to Year 8 + (Pre Prep)
Accelerated Reader Assessment (or Phonics/Writing/PIRA)	Year 3 to Year 8 + (Pre Prep)
End of Year Examinations	Year 8
End of Year Examinations	Year 7
Published to parents (AB/BE)	Year 8
Subject Report deadline Form Tutor Report deadline Progress Report published to parents	Reception to Year 7
Diploma Assessment Tracker updated by HoDs	Year 7 and Year 8