

## ACTION PLAN FOR ASSESSMENT 2016-2019

Subject Leader: Katrina Batey

Subject Governor: Julie Atkinson

Development target (Highlight when achieved & comment)	Action Needed	Monitoring	Training and Budget	Success Criteria & time scale	Annual Review comments <b>September 2017</b>
<b>Administration</b>					
Update responding to children's work policy to reflect changes to marking code and agreements re. the marking of writing.	Review of policies	KB LT	none	Responding to Children's Work policy to be amended by October 2016  New marking codes to be in place in classrooms by October 2016	<i>Continue to push with regard to work life balance and smart planning to reduce amount of work that needs marking</i>
Update Assessment Calendar (appendix to Assessment policy) -communicate to staff in early Autumn 2016	Assessment Calendar changes communicated to staff in early Autumn 2016 (KB)	KB	Staff meeting/INSET	Revised Assessment Calendar communicated to staff by September 2016 means that all staff are aware of and carry out assessment and tracking procedures	<i>Completed – do the same for 2017. Draw teachers' attention to new tests</i>
Assessment Leader and all staff up to date with relevant external assessment requirements (most requirements are the same as 2015-2016 but watch for changes)	Monitor and keep up to date with changes in assessment arrangements for end of Key Stage 1 and end of Key Stage 2 SATs 2017. Attend courses as necessary and provide staff training and support.  Ensure that relevant staff have access to sample materials and any other resources needed.	CT	Staff meeting/INSET/courses	All staff aware of changes to assessment procedures (including access arrangements) for Y6 cohorts (in academic year 2016-2017 and onwards)  Staff all aware of sample materials  Y6 staff aware of the predicted scores for Y6 cohort of 2017	<i>Ongoing – no known changes at this point</i>
KS1 to KS2 progress scores analysed to allow more predictability for results of Y6 cohort 2017.	KB to analyse progress scores from Y6 class of 2016 to review what scaled scores are predicted from all starting points KB to share with Y6 staff to	KB Share with Y6 staff	none	By end of September, Year 6 staff will have been trained in understanding last year's data and the progress scores, based	<i>Complete again for Y6 class of 2018 as was helpful to use as a tool for Y6 tests</i>

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	discuss how this data can be used to track Y6 cohort of 2017's progress			on end of KS1 results, knowing what the current Y6 cohort's (class of 2017) scaled scores need to be to ensure good progress scores	
Ensure new children are on assessment trackers (new Reception class and new joiners), including prior attainment data for end of KS1 for KS2 children	KB to begin process in September, liaising with Lesley regarding missing data/chasing up previous schools/downloading .csv file of new Reception data. KB to ensure that new Reception data have labels, e.g. ethnicity already  KB and AM to discuss with LT at what point children are labelled as SEND as Reception children currently receive no label for this.	KB/CT  KB/LL  KB/AM		By end of September new Reception spreadsheet will be completed.  Prior to maternity leave KB will add all other new children's data as it becomes available – this will need to be followed up by CT	<i>Completed but need to chase previous attainment data for new children (e.g KS1 data)</i>
Ensure all data trackers are pre-populated and analyses set up for over the course of the year to enable quicker analyses and other subject leaders	KB to use time prior to maternity leave	KB		By end of September all objective trackers and PAMS will be ready to run, including analysis over the year of vulnerable groups.  Maths objective trackers may not be completed due to teachers having until the end of September to rearrange maths sets (due to changes in size of maths sets)	<i>Completed</i>
Consider implementation of new	KB and CT to meet prior to end	KB/CT		KB and CT to meet prior	<i>Completed – new reports</i>

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report template and framework for end of academic year 2016-2017.	of September to share ideas re new format. CT to develop over the year. To be rolled out to staff by March 2017			to end of September to share ideas re new format. CT to develop over the year. To be rolled out to staff by March 2017	<i>sent out June 2017</i>
<b>Assessment for Learning</b>					
Monitor the level of pupil involvement in self and peer evaluation (post Ofsted Action Plan) particularly in Maths	SL to monitor planning for evidence of pupil involvement in self and peer evaluation SL action plans to incorporate book looks for evidence of self and peer evaluation Identified in lesson observations by HT and appraisers Share good practice in KS and Staff meetings.	Assessment Leader All subject leaders	Nil	SL to identify evidence in books of pupil involvement in self and peer evaluation and report to LT as appropriate HT and appraisers to identify evidence in books of pupil involvement in self and peer evaluation during lesson observations <b>Ongoing</b>	<i>Ongoing</i>
Marking and feedback to include consistent follow up by children to establish learning dialogue across the curriculum (post Ofsted Action Plan)	Assessment leader book look for evidence of use of Marking Code Book looks for evidence of children responding to teacher's marking Identified in lesson observations by HT and appraisers Share good practice in KS and Stage meetings.	CT	Nil	Evidence in books of Marking code being used consistently Evidence in books of children responding to marking consistently <b>Ongoing</b>	<i>Ongoing</i>
Investigate possible purchase/implementation of	KB to meet with AH (maths leader) re. use of termly maths	KB/AH/CT	Possibly if need to purchase new scheme,	By October half term, decisions made and fed	<i>New Reading and Maths nfer assessments commencing</i>

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maths assessments	assessments, ideally ones which give a standardised/scaled score.		e.g. PUMA (approx. £2000)	back to staff	<i>this academic year</i>
<b>Development of assessment data and its use</b>					
Continue to develop moderation of objective trackers across core subjects within year groups and across schools	KB to train staff on using the analysis tools on objective trackers to help staff self-moderate judgements (e.g. by comparing % objectives covered with partner year group – should be similar figures) Use of INSET/staff meeting time to moderate in year groups	CT	Use of INSET/staff meeting time to moderate in year groups	Ongoing throughout year	<i>Ongoing – new NFER tests will help with consistency</i>
Continue to develop use and interpretation by staff of outcomes from data spreadsheets	Monitor use of data spreadsheets and agreed proforma via termly progress meetings Continue to support SENCO with data analysis	Assessment Leader	Non-contact time for review meetings in teaching time	Increased staff confidence in using and applying the data spreadsheets in termly progress meetings	<i>Ongoing through pupil progress meetings</i>
Continue the use of Raiseonline data for better informed target setting and to identify any trends in attainment or achievement	CT to interrogate RAISEonline data to identify any trends in attainment or achievement requiring further investigation RAISEonline and Surrey performance highlights to be circulated to all staff to celebrate successes and identify areas of development	CT	Nil	Report to LT on any trends in attainment or achievement requiring further investigation in Aut 16 (based on unvalidated data) and Spring 17 (based on validated data) Improved staff awareness of school's performance by reporting highlights of RAISEonline in Spring 16	<i>Ongoing</i>
Continue to improve analysis of across school assessment data in order to identify trends requiring further investigation and to improve resource	KB to analyse data spreadsheets in September 2016 and feedback to LT, C&L and subject leaders	KB	Nil	Report on trends to LT, subject leaders and C&L – Autumn 2016	<i>Ongoing</i>

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allocation					
Present data and priorities to LT, C&L committee and subject leaders prior to maternity leave	KB to analyse end of phase and in house data, including progress and attainment of vulnerable groups. Feedback to LT and subject leaders and C&L committee	KB	Nil	By end of September 2016	<i>Done. To repeat for 2017</i>