

## ACTION PLAN FOR ASSESSMENT 2017-2020

Subject Leader: Katrina Batey

Subject Governor: Julie Atkinson

Priority number	Development target (Highlight when achieved & comment)	Action Needed	Monitoring	Training and Budget	Success Criteria & time scale	Annual Review comments
1	Continue to work with teachers and teaching assistants with the use of the marking code to improve work life balance and impact of marking (e.g. less distance marking)	Ensure marking codes are up on display in all classrooms Discuss marking at KS or staff meetings Monitor books	KB LT	none	Marking is manageable and meaningful  Positive feedback in staff questionnaire	
2	Harrmonise assessment with SFET via use of NFER tests in Years 3-5 and sharing of all end of term data with SFET in form of data dashboard.	Liaise with Assessment lead(s) within SFET Share data on a termly basis	KB LT SFET	£700	Data is shareable and comparable between schools of the SFET	
3	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>	
4	Consider implementation of an alternative method of assessing writing for Years 1-6 – end of term assessments to inform judgements for “data dashboard”	KB to liaise with JM and LR re. trialling of two different systems of writing assessment to moderate judgements and consider which is the most informative, manageable and useful	KB, JM and LR	Possible subject release time for JM and LR	By end of December staff will have used the agreed upon writing assessment methodology to inform the teacher judgements for PAM	
5	Investigate possible purchase of an	JM and KB to visit	KM/JM	Nil	Ongoing through 2017-	

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	online EYFS tracker, e.g. Tapestry	Highfields SFET who already use this system to see its capabilities			2018 – wouldn't be purchased and implemented until September 2018	
6	Update Assessment Calendar (appendix to Assessment policy) - communicate to staff in early Autumn 2017	Assessment Calendar changes communicated to staff in early Autumn 2017	KB	Staff meeting/INSET	Revised Assessment Calendar communicated to staff by September 2017 means that all staff are aware of and carry out assessment and tracking procedures	
7	Assessment Leader and all staff up to date with relevant external assessment requirements	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.	KB	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 2018	
8	KS1 to KS2 progress scores analysed to allow more predictability for results of Y6 cohort 2018	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 discuss how this data can be used to track Y6 cohort of 2018's progress	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 on end of KS1 results, knowing what the current Y6 cohort's (class of 2018) scaled	

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					scores need to be to ensure good progress scores	
9	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 SENDCO to discuss with LT at what point children are labelled as SEND as Reception children currently receive no label for this.	KB  KB/LL  KB/AM		By end of September new Reception spreadsheet will be completed.  KB will add all other new children's data as it becomes available	
10	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 complete	KB		By first week 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)	
11	Consider changes to dates of children's reports –with new NFER	KB to liaise with FO and subject leaders re. an	KB	None	Agreed by December 2017, rolled out to staff	

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	tests, the Summer data should be collected as late as possible – could the reports go out later so that the data can be included?	agreed timeline			with reports protocol document January 2018.	
12	Consider purchase and training for an online tracker	KB to plan for change to an online tracker	KB	Approx. £2000 Annual cost: £1186	Decision made in Spring 2018 with a view to implementing for Autumn 2018	
13	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	KB	Use of INSET/staff meeting time to moderate in year groups	Ongoing throughout year	
14	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	
15	Continue the use of Raiseonline data and School Inspection Dashboard for better informed target setting and to identify any trends in attainment or achievement  <b>(no RAISEonline document in 2017 – now called Analyse School Performance)</b>	KB 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	KB	Nil	Report to LT on any trends in attainment or achievement requiring further investigation in Aut 17 (based on unvalidated data) and Spring 18 (based on validated data)  Improved staff	

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		celebrate successes and identify areas of development			awareness of school's performance by reporting highlights of RAISEonline in Spring 16	
16	Continue to improve analysis of across <b>school</b> assessment data (targeting Years 1,3,4 and 5) in order to identify trends requiring further investigation and to improve resource allocation	KB to analyse data as part of preparation for Pupil Progress meetings to identify key children and cohorts whose data is a concern	KB	Nil	Report on trends to LT, subject leaders and C&L – Autumn 2017	
17	Present data and priorities to LT, C&L committee and subject leaders	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	
18	Reinstate an annual Governors' book look with a specific focus on marking in writing (as writing progress a school focus)	KB to liaise with JA	KB	Nil	Planned by end of Autumn term 2017	
19	Share school wide end of year targets with C&L committee	KB to work with class teachers on realistic target setting. KB to share data with JA	KB	Nil	Because new tests not starting until December 2017, realistic targets not feasible until February 2018	