مدرسة جيمس فيرست بوينت
GEMS FirstPoint School
THE VILLA

Assessment, Recording and Reporting (ARR) Policy

This policy has been produced for GEMS FirstPoint School, when 'The School' is referred to in this policy it is solely GEMS FirstPoint School that is being referred to.

Policy Adopted	September 2019
Review Cycle	1 Year
Last Review	September 2021
Next Review	July 2022

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Vision

At FirstPoint School, Assessment, Recording and Reporting is consistently outstanding and ensures that students learning is measured, recorded and shared with accuracy and clear significance. The ARR cycle is cohesive within all Mini- schools, with key events and dates strategically placed, in order to provide platforms that enable students to make excellent progress and achieve their maximum attainment level. All stakeholders play a vital role in our ARR cycle to ensure students experience an individualised learning journey with infinite opportunities and world class education.

Principles

The purpose of this policy is to promote and monitor the progress and attainment of the students at FPS through a comprehensive assessment and reporting system. Our centralised system will enable precise collation of varied information that can then be analysed and used to produce reports for different audiences. All collected information will be accurate, the context and where it has originated from is fully understood by all FPS family members. All students will work towards their targets and all collected data will be analysed to provide further support for students. Targets on how to improve will be a consistent and continuous feature in the ARR policy so that students enhance their learning frequently.

Aims:

The main aims of this policy are:

- To maintain outstanding Assessment, Recording and Reporting across FPS.
- To ensure consistency and continuity of the approach to assessment throughout FPS.
- To understand when and how assessment takes place throughout the year.
- To ensure the ARR cycle is cohesive in all Mini-Schools with dates and events strategically placed to maximise attainment and progress.
- To ensure assessment enables all students to reach their highest potential.
- To ensure that students and parents are a constant part of the assessment journey.

Assessment:

Why will we assess at FPS?

- To define what each student can do, understand and apply in relation to their learning across the subjects.
- To identify areas of development for students in order to continually improve their learning.
- To assess student progress and identify ways to further support their learning.
- To inform planning at every opportunity.
- To ensure consistency and continuity throughout FPS.
- To encourage students by allowing them to be an integral part of their own assessment.
- To be able to communicate accurate information to the FPS family; parents, staff, industry partners and students regarding student performance.

Assessment that occurs annually:

Academic:

- All students in Year 2, 3, 4, 6, 7, 9 and 10 will complete their GL Cognitive ability test (CAT4) in Term 1a.
- All students in Year 2, 3, 4, 5, 6, 7, 8 and 9 will complete their GL Progress test in Mathematics (PTM), English (PTE) and Science (PTS) in Term 3b.
- All students in Year 1 to complete their phonics screening assessment in Term 3b.

Pastoral:

- All students from Year 2 onwards will complete the GL PASS survey in Term 1A.

NB:

- If students are absent during any of the above, arrangements for them to complete this at their earliest convenience will be made.
- If new students join us throughout the year, arrangements for them to complete the above will be made as soon as possible.

<u>External Examinations</u>

At FPS, we will make decisions for when students are ready to sit external examinations. A timetable for these examinations will be produced by the Examinations Officer in Term 2/3 so that preparations for these can be made.

Assessment that is ongoing throughout the year:

Academic:

<u>Independent Learning</u>

Work produced by students outside of the classroom is continuously assessed by the teacher.

The class teachers and Heads of Department will ensure that the ongoing data collection for independent learning is recorded to inform the termly data capture.

Classwork

Work produced by students within the classroom is continuously assessed by the teacher. The class teachers and Heads of Department will ensure that the ongoing data collection for independent learning is recorded to inform the termly data captures.

Formative/summative assessment

Students will be formatively and summatively assessed across their subjects in line with the FPS flightpath. The class teachers and Heads of Department will ensure that the ongoing data collection for these assessments is recorded and analysed to support the data captures.

Pastoral:

The elements below will continuously be assessed and updated by the class teacher.

1) Attitude to learning
2) Behaviour Points
3) Attendance
4) Punctuality

Assessment for TIMSS, PISA and PIRLS:

TIMSS (Trends in International Mathematics and Science Study)

One of the UAE National Agenda objectives to lead the UAE to being among the most successful countries in providing world-class education is to be among the 15 highest performing countries in TIMSS. The next TIMSS test will take place in 2020 for Year 5 and 9 with further details TBC.

PISA (Programme for International Student Assessment)

One of the UAE National Agenda objectives to lead the UAE to being among the most successful countries in providing world-class education is to be among the 20 highest performing countries in PISA. The PISA tests will take place in 2021 for Year 9, 10 and 11 with details for this TBC.

PISA ENGLISH, MATHEMATICS AND SCIENCE

One of the UAE National Agenda objectives to lead the UAE to being among the most successful countries in providing world-class education is to be among the 20 highest performing countries in PISA. Every year, Year 10 and 11 complete these assessments in Term 3a.

PIRLS (Progress in International Reading Literacy skills)

PIRLS is an international comparative assessment that measures student learning in reading and is aligned to the UAE National Agenda. The next PIRLS test will take place in 2021 for Year 5 with details TBC.

Recording:

Why will we record at FPS?

- To ensure a consistent approach across the School for assessment.
- To ensure we are looking at students as a whole on both a pastoral and an academic level.
- To ensure data can be tracked so that student strengths and areas for development can be identified.
- To ensure data is collated and then ready to be shared with the appropriate audiences.
- To consistently be able to monitor student progress in relation to their targets.

Recording that occurs annually:

Academic:

- GL Cognitive ability test (CAT4) in Term 1a for all students in Year 2, 3, 4, 6, 7, 9 and 10.
- GL Progress test in Mathematics (PTM), English (PTE) and Science (PTS) in Term 3b for all students in Year 2, 3, 4, 5, 6, 7, 8 and 9.
- Phonics screening assessment in Term 3b for all Year 1 students.

Pastoral:

- GL PASS survey in Term 1a for all students from Year 2 onwards.

External Examinations:

All Summer examination information will be recorded at the end of August. The date of this will be confirmed with the Examinations Officer.

Recording that is ongoing:

The aspects of recording that occur on an ongoing basis are described below.

Academic:

Independent Learning

Work produced by students outside of the classroom is continuously assessed by the teacher. The class teachers and Heads of Department will ensure that the ongoing data collection for independent work is recorded to inform the termly data captures.

Classwork

Work produced by students within the classroom is continuously assessed by the teacher. The class teachers and Heads of Department will ensure that the ongoing data collection for independent work is recorded to inform the termly data captures.

Formative/summative assessment

Students will be formatively and summatively assessed across their subjects in line with an assessment rubric. The class teachers and Heads of Department will ensure that the ongoing data collection for these assessments is recorded to inform the termly data captures.

Pastoral:
The elements below will continuously be assessed and updated by the class teacher.

1) Attitude to learning
2) Behaviour Points
3) Attendance
4) Punctuality

Recording for TIMSS and PISA:

The aspects of recording that occur for TIMSS/PISA are described below.

- TIMSS (Trends in International Mathematics and Science Study)

In 2023, Year 5 and 9 will participate in TIMSS. Details of how this information will be recorded are TBC.

- PISA (Programme for International Student Assessment)

The next PISA tests will take place for Year 9, 10 and 11 in 2021 and details for recording this information are TBC.

- PISA ENGLISH, MATHEMATICS AND SCIENCE

Every year, Year 10 and 11 complete these assessments in term 3a.

- PIRLS (Progress in International Reading Literacy skills)

The next PIRLS tests will take place in 2021 for Year 5 with details for this TBC.

Reporting:

Why will we report at FPS?

- To allow parents to be part of the journey of their child's assessment.
- To give parents a regular overview of how their child is doing on an academic and pastoral level.
- To encourage parents to use the information to support their child make further progress.
- To constantly and consistently acknowledge the hard work of our learners at FPS.
- To uphold our ethos at FPS being 'Family First'.
- To allow students to have ownership of their learning journey and enhance this at every opportunity.

Target-setting

All students at FirstPoint School undertake CAT4 testing and baseline assessments to provide teaching and learning information that assists teachers in providing the most appropriate levels of learning within the classroom and beyond. This data is also used to set student attainment targets for all subjects. We discuss individual targets with students and communicate these to parents. We review the progress of eachchild at the end of each half term and revise targets at the start of each academic year.

Recording

There are 5 assessment points during the year. These assessment grades are recorded centrally and will be shared with parents.

Reporting to parents

There are 3 parent consultation evenings per year. The first meeting is a Target Setting meeting, which outlines the pupil's targets for the year. At the second meeting of the school year we talk about how a child has settled in and possible areas to develop. At the second meeting of the year we evaluate pupils progress as measured against the targets. We also give our pupils the opportunity to share their learning success through dialogue at these meetings.

During the school year we provide parents with 5 reports, which consist of data cards and a full written report.

Feedback to pupils

Feedback to pupils is carried out using the respective marking policies for Primary and Secondary students.

Assessment, Recording and Reporting responsibilities at FPS:

SLT:

The Senior Leadership Team will work to:

- Create and maintain an environment that ensures outstanding assessment, recording and reporting to maximise learning for all students.
- Ensure FPS adheres to KHDA requirements and other appropriate international guidelines.
- Ensure digital technologies are used to enhance the assessment, recording and reporting across the School.
- Ensure rigorous monitoring and evaluating procedures are consistently adhered to and feedback is given in order to update practice where required.
- Create and maintain excellent relationships and partnerships with parents to improve the experience for their child at FPS.
- Create the ARR schedule.
- Review the ARR policy.
- Monitor the interventions for key groups of students.
- Meet to discuss assessment, recording and reporting once a term.

HEADS OF MINI-SCHOOL

Heads of Mini-School will work to ensure that all of the SLT section is adhered to with a focus for their Mini-School.

HEADS OF DEPARTMENT (SECONDARY)/SUBJECT LEADERS/DIRECTORS OF KS/YEAR LEADER(PRIMARY)

Heads of Department/Heads of Key stage will work to:

- Lead the Subject Area/Key Stage by example for all aspects regarding assessment, recording and reporting.
- Be accountable for the assessment, recording and reporting within the Subject Area/Key Stage.
- Monitor marking across the Subject Area/Key Stage.
- Monitor assessment and progress for the Subject Area/Key Stage.
- Monitor all reports from the Subject Area/Key Stage.
- Be present during all Parent Consultation Evening that relate to the Subject Area/Key Stage.
- Oversee all Subject Area/Key Stage data placed into data systems and address areas that flag up as concerns and strengths in a swift manner.
- Attend a line management meeting at least every other week that will discuss assessment, recording and reporting.

CLASSROOM TEACHERS:

Classroom teachers will work to:

- Lead by example on all aspects of assessment, reporting and recording.
- Adhere to this policy.
- Assess accurately and effectively, recording this in the correct place using the digital technologies.
- Use assessment to identify the individual learning needs of all students and plan accordingly.
- Monitor student progress and use assessment to ascertain this.
- Maximise the use of other adults within the learning areas and provide key questions to support assessment of students.
- All classroom teachers will attend regular meetings for their areas that will discuss assessment, recording and reporting.

SUPPORT STAFF:

Support staff will work to:

- Work collaboratively with the class teacher when planning for assessment.
- Answer their key question(s) provided by the class teacher to aid assessment of students.
- All support staff are encouraged to attend Professional Development Time related to assessment, recording and reporting and any specific training for learning needs of students that will contribute in assessment of our students.

PARENTS AND CARERS:

Parents and carers will work to:

- Support initiatives of FPS that involve collaboratively working together to raise student achievement.
- Encourage and support their child to work and achieve their full potential.
- Prepare key questions to ask the teacher after termly data captures or during the Parent Consultation Evening to support their child's learning.
- Attend meetings regarding their child to support the individualised learning journey at FPS.
- Participate in feedback regarding aspects of the School so that FPS continues to enhance assessment, recording and reporting.

INDUSTRY PARTNERS:

Industry Partners will work to:

- Work in close partnership with FPS to ensure learning is maximised using the most efficient methods.
- Support initiatives of FPS that involve collaboratively working together to raise student achievement.
- Support students and inspire them to reach their full potential within assessment.
- Participate in feedback regarding aspects of the School so that FPS continues to enhance assessment, recording and reporting.
- Attend appropriate training/CPD to ensure assessment, recording and reporting is always at the highest standard possible.

STUDENT COUNCIL (PEC):

The Student Council will work to:

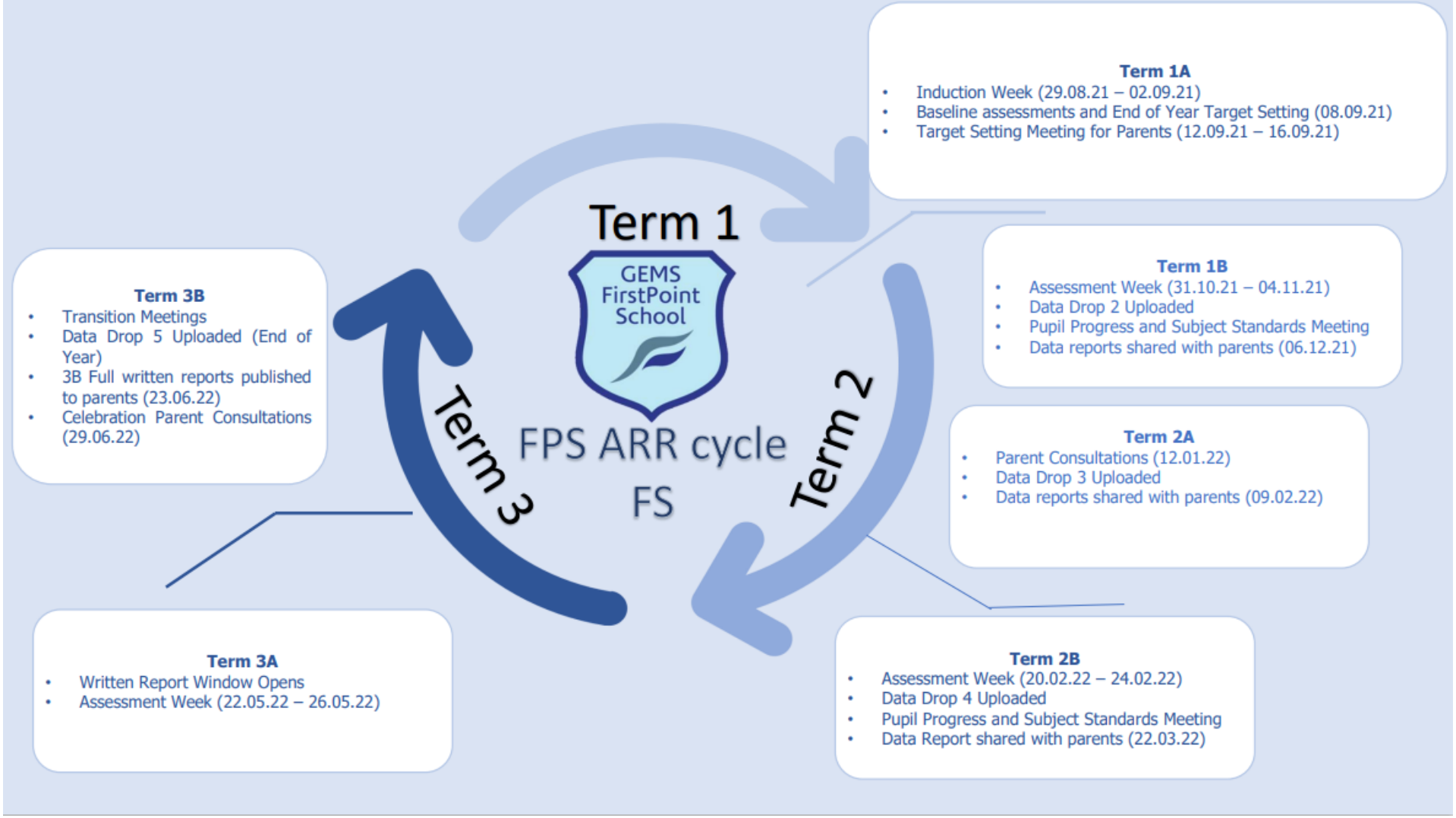
- Participate in feedback regarding aspects of the School so that FPS continues to enhance assessment, recording and reporting.

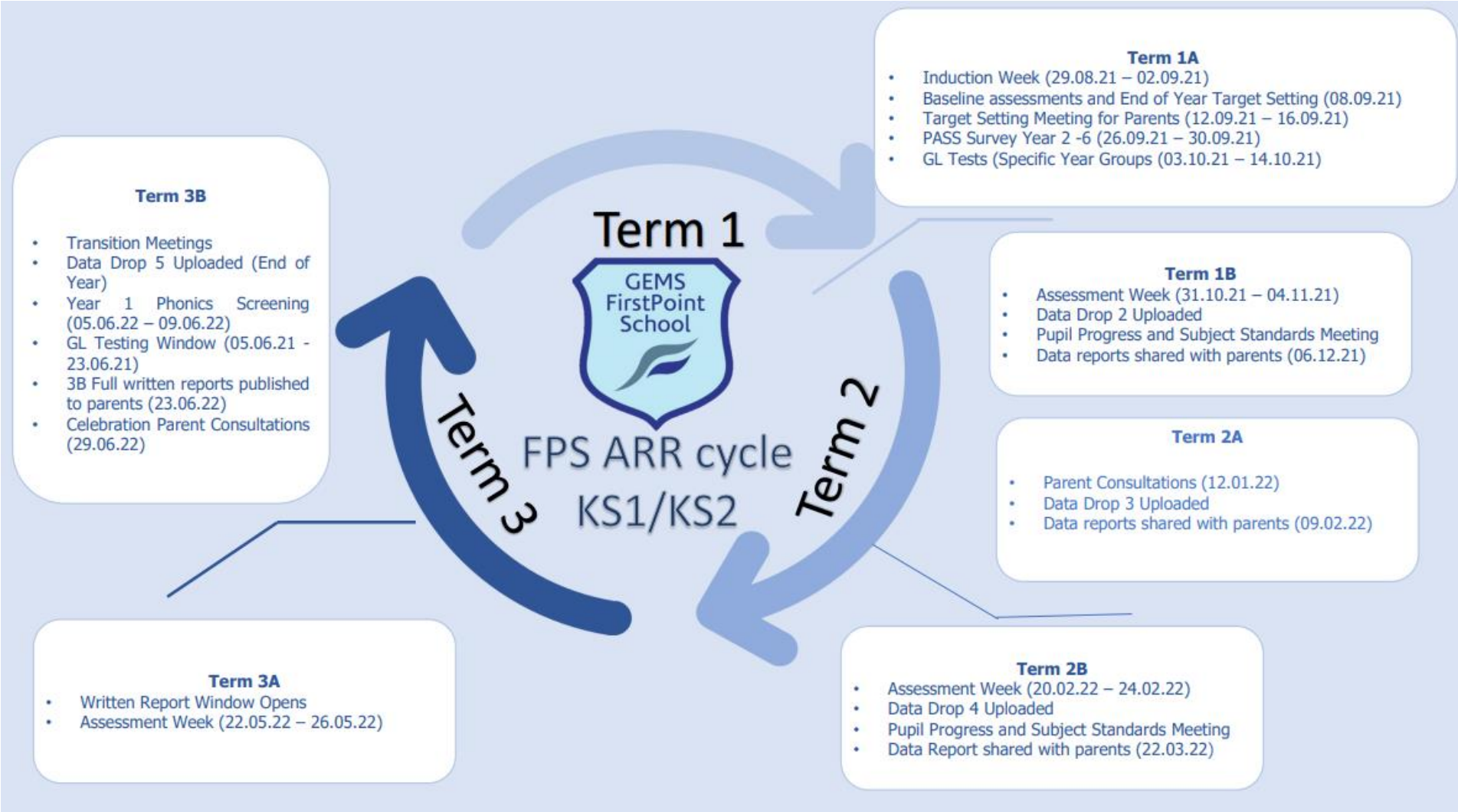
LEARNERS:

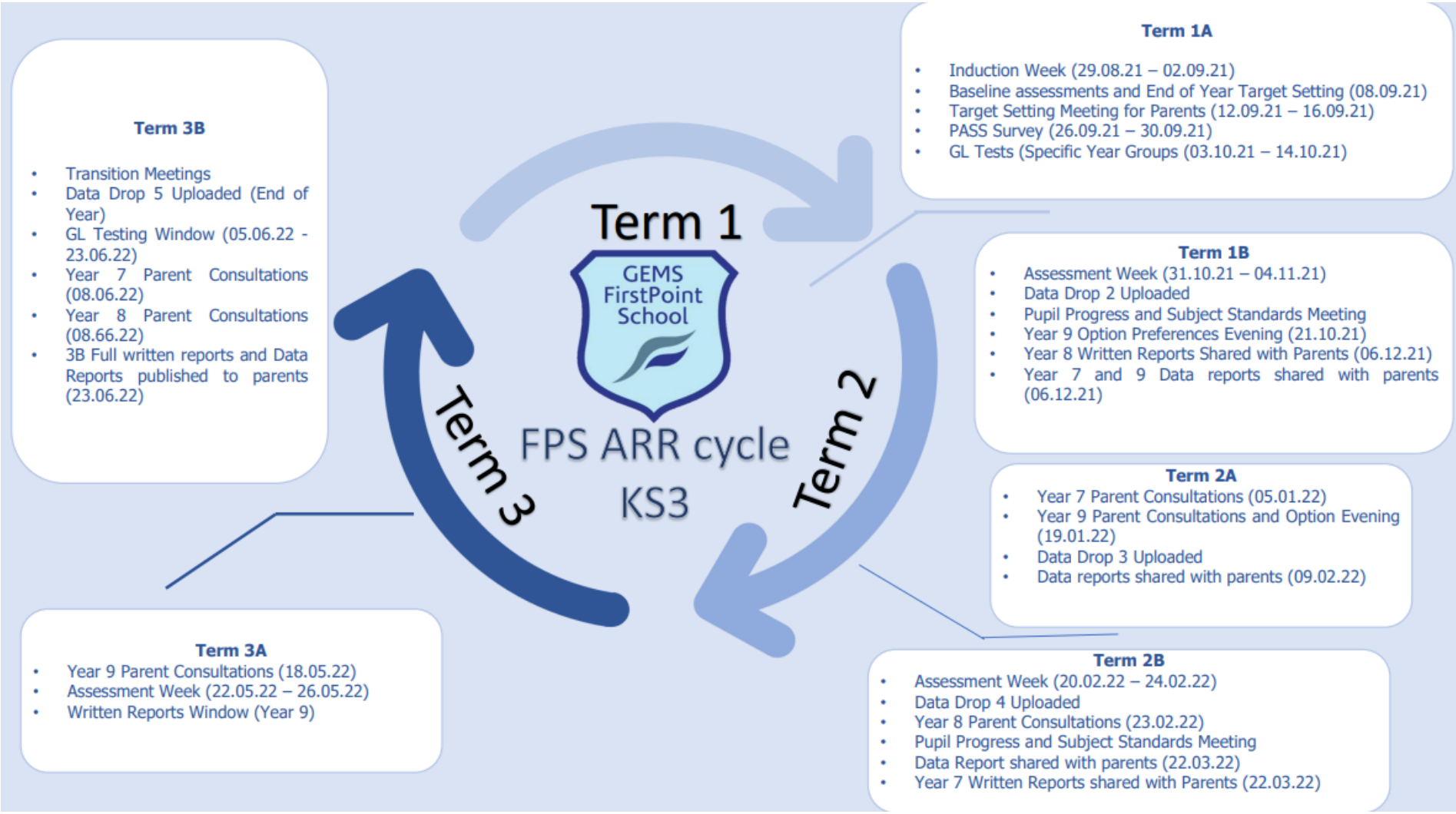
Learners will work to:

- Be mature and focused about their learning and be able to assess their own learning journey (students in FS and Year 1/2 to have support with this).
- Discuss their learning with teachers and parents in order to maximise their progress.
- Model the FPS values at all times and understand how they are used to improve their learning.
- Be fully immersed in their assessment at FPS and understand where they are at across all subjects and what they need to do to improve (students in FS and Year 1/2 to have support with this).

ARR Schedule – GEMS FirstPoint 2021-2022




Term 1A
Induction Week (29.08.21 – 02.09.21)
Baseline assessments and End of Year Target Setting (08.09.21)
Target Setting Meeting for Parents (12.09.21 – 16.09.21)
PASS Survey Year 2 -6 (26.09.21 – 30.09.21)
GL Tests (Specific Year Groups (03.10.21 – 14.10.21)
Term 1
GEMS FirstPoint School
Term 1B
Assessment Week (31.10.21 – 04.11.21)
Data Drop 2 Uploaded
Pupil Progress and Subject Standards Meeting
Data reports shared with parents (06.12.21)
Term 2
Term 2A
Parent Consultations (12.01.22)
Data Drop 3 Uploaded
Data reports shared with parents (09.02.22)
FPS ARR cycle
KS1/KS2
Term 3
Term 3B
Transition Meetings
Data Drop 5 Uploaded (End of Year)
Year 1 Phonics Screening (05.06.22 – 09.06.22)
GL Testing Window (05.06.21 - 23.06.21)
3B Full written reports published to parents (23.06.22)
Celebration Parent Consultations (29.06.22)
Term 3A
Written Report Window Opens
Assessment Week (22.05.22 – 26.05.22)
Term 2B
Assessment Week (20.02.22 – 24.02.22)
Data Drop 4 Uploaded
Pupil Progress and Subject Standards Meeting
Data Report shared with parents (22.03.22)


Term 1A
Induction Week (29.08.21 – 02.09.21)
Baseline assessments and End of Year Target Setting (08.09.21)
Target Setting Meeting for Parents (12.09.21 – 16.09.21)
PASS Survey (26.09.21 – 30.09.21)
GL Tests (Specific Year Groups (03.10.21 – 14.10.21)
Term 1
GEMS FirstPoint School
FPS ARR cycle KS3
Term 1B
Assessment Week (31.10.21 – 04.11.21)
Data Drop 2 Uploaded
Pupil Progress and Subject Standards Meeting
Year 9 Option Preferences Evening (21.10.21)
Year 8 Written Reports Shared with Parents (06.12.21)
Year 7 and 9 Data reports shared with parents (06.12.21)
Term 2
Term 2A
Year 7 Parent Consultations (05.01.22)
Year 9 Parent Consultations and Option Evening (19.01.22)
Data Drop 3 Uploaded
Data reports shared with parents (09.02.22)
Term 2B
Assessment Week (20.02.22 – 24.02.22)
Data Drop 4 Uploaded
Year 8 Parent Consultations (23.02.22)
Pupil Progress and Subject Standards Meeting
Data Report shared with parents (22.03.22)
Year 7 Written Reports shared with Parents (22.03.22)
Term 3
Term 3A
Year 9 Parent Consultations (18.05.22)
Assessment Week (22.05.22 – 26.05.22)
Written Reports Window (Year 9)
Term 3B
Transition Meetings
Data Drop 5 Uploaded (End of Year)
GL Testing Window (05.06.22 - 23.06.22)
Year 7 Parent Consultations (08.06.22)
Year 8 Parent Consultations (08.66.22)
3B Full written reports and Data Reports published to parents (23.06.22)

GCSE Results Day:
August 2022

FPS ARR cycle KS4

GEMS FirstPoint School

Term 1

Term 1A

- Induction Week (29.08.21 – 02.09.21)
- Baseline assessments and End of Year Target Setting (08.09.21)
- Target Setting Meeting for Parents (12.09.21 – 16.09.21)
- Academic Review Week (19.09.21 – 23.09.21)
- PASS Survey (26.09.21 – 30.09.21)
- GL Tests (Specific Year Groups (03.10.21 – 14.10.21)
- Year 10 and 12 Parent Consultations (13.10.21)

Term 1B

- Assessment Week (31.10.21 – 04.11.21)
- Mock Exam Week (Yr 11: 24.10.21 – 28.10.21)
- Mock Results day (Y11 07.11.21)
- Data Drop 2 Uploaded
- Pupil Progress and Subject Standards Meeting
- Year 11 and 13 Parent Consultations (24.11.21)
- Data reports shared with parents (06.12.21)

Term 2

Term 2A

- Mock Exam Week (Yr 11: 02.02.22 – 06.02.22)
- Academic Review Week
- Data Drop 3 Uploaded
- Year 11 and 13 Parent Consultations with Mock Results Shared (09.02.22)
- Data reports shared with parents (09.02.22)

Term 2B

- Assessment Week (Yr 10) (20.02.22 – 24.02.22)
- Data Drop 4 Uploaded
- Pupil Progress and Subject Standards Meeting
- Data Report shared with parents and Year 11 and 13 Written Reports (22.03.22)
- Year 10 and 12 Parent Consultations (23.03.22)

Term 3

Term 3A

- Academic Review Week
- Year 10 and 12 End Of Year Exams (22.05.22 – 02.06.22)
- GCSE / A Level Exams Start 04.05.22

Term 3B

- Transition Meetings
- Data Drop 5 Uploaded (End of Year)
- GL Testing Window (05.06.22 - 23.06.22)
- Academic Review Week
- Year 10 / 12 EOY Exam and Witten Reports shared with parents (29.06.22)
- Academic Review Week (03.07.22 – 06.07.22)

A-Level Results Day:
Expected: Thursday 11th August

FPS ARR cycle KS5

GEMS FirstPoint School

Term 1

Term 1A

- Induction Week (29.08.21 – 02.09.21)
- Baseline assessments and End of Year Target Setting (08.09.21)
- Target Setting Meeting for Parents (12.09.21 – 16.09.21)
- Academic Review Week (19.09.21 – 23.09.21)
- PASS Survey (26.09.21 – 30.09.21)
- GL Tests (Specific Year Groups (03.10.21 – 14.10.21)
- Yr 10 and 12 Parent Consultations (13.10.21)
- Yr 13 University applications open
- Expected: October/November Series

Term 1B

- Mock Exam Week (Yr 12 & 13) (27.10.21 – 04.11.21)
- Data Drop 2 Uploaded
- Pupil Progress and Subject Standards Meeting
- Yr 11 and 13 Parent Consultations (24.11.21)
- Data reports shared with parents (06.12.21)
- Yr 13 university applications deadlines begin

Term 2

Term 2A

- Mock Exam Week (Yr 13) 02.01.22 – 20.01.22)
- Expected: January Series
- Academic Review Week
- Data Drop 3 Uploaded
- Yr 11 and 13 Parent Consultations with Mock Results Shared (09.02.22)
- Data reports shared with parents (09.02.22)

Term 2B

- Assessment Week (Yr 12) (20.02.22 – 24.02.22)
- Data Drop 4 Uploaded
- Pupil Progress and Subject Standards Meeting
- Data Report shared with parents and Yr 11 and 13 Written Reports (23.03.22)
- Yr 10 and 12 Parent Consultations (23.03.22)
- Expected: March Series
- Academic Review Week

Term 3

Term 3A

- Academic Review Week
- Yr 10 and 12 End Of Year Exams (22.05.22 – 02.06.22)
- AS/ A Level Exams Start: Expected: May 2022
- Yr 13 University applications deadlines final

Term 3B

- Transition Meetings
- Data Drop 5 Uploaded (End of Year)
- GL Testing Window (05.06.22 - 23.06.22)
- Academic Review Week
- Yr 10 / 12 EOY Exam and Witten Reports shared with parents (29.06.22)
- Academic Review Week