



**S T A F F O R D**

14-19 Partnership

# Assessment and Reporting Policy

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*Chair of Governors*

Lyn Cycles

Date: 25/11/2020

Signature: ..... Name:  
*Stafford 14-19 Partnership Manager*

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Date: 25/11/2020

## **CHANGE CONTROL**

<b>Date</b>	<b>Issue</b>	<b>Details of Change</b>
21.03.13	1.0	Initial Approved Version Controlled Document
21.03.18	1.1	Updated entry criteria
20.11.19	1.2	Changed grammatical errors
09.01.20	1.3	Updated frequency and timing/added review/report timetable

## Assessment and Reporting Policy

### **Purpose**

This policy recognises that all of the teaching within the Partnership is done within the base schools of Blessed William Howard Catholic High School, King Edward VI High School, Sir Graham Balfour School, Stafford Manor High School (including the Partnership courses) and The Weston Road Academy, and that all schools in the Partnership have their own policies which govern and monitor the frequency of assessment. Therefore the key aim of this policy, from a Governance perspective, is to establish common aims of assessment and reporting for the Partnership which are delivered through each school's policies and procedures relating to assessment.

### **Projected and Target Grades**

Students should be made aware of how their target grade is derived from national data relating the achievement of students to their prior attainment.

### **Informing Parents**

Students and parents will be informed formally of a student's progress by means of a review/ report:

Y12 Review 1 – Second half of autumn term  
Y12 Review 2 and Report – Second half of spring term  
Y12 Review 3 – Second half of summer term

Y13 Review 4 – First half of autumn term  
Y13 Review 5 and Report – First half of spring term

There will also be an opportunity for parents to meet subject teachers during the academic year.

Students and parents will be informed by the base school if assessments reveal that there is a serious problem.

### **Review/Report**

The aim of the review/ report must primarily be to improve learning, but also to give clear and unambiguous information. The review/ report should comprise of the following for all publicly examined courses taken by the student, and all teachers for each course should contribute to the review/ report:

- Target grade
- Projected grade at the end of the course
- Fine grade (+,=,- will be applied which indicates if a student is secure at the projected level, could move up a level or down)
- Effort and participation
- Independent work

- Knowledge and understanding
- Organisation and meeting deadlines
- Attendance and punctuality
- Written comment (report only)

The comment is addressed to the parent/guardian and is therefore in the third person e.g. he is always reliable. Also, the comment must not conflict with OR duplicate the targets.

Where the report follows an examination there must be a clear statement of the grade achieved. The grades awarded must be those appropriate to the course, and reflect the grade the student might achieve at the completion of the course if they continued working with the same attitude and commitment.

### **Monitoring and Evaluation**

Assessment practice will be reviewed as part of the CMG quality assurance procedures throughout the year, across the Partnership.

This policy will be reviewed by the CMG as part of the policy review schedule and its effectiveness will be monitored through CMG.