

PARKINSON LANE COMMUNITY PRIMARY SCHOOL

Staffing & Finance Policies

Policy on Progress Measurement and Recording Process

Rationale

Assessment and record keeping which provides a continuous record of achievement is at the heart of the process of promoting children's learning.

Purpose

1. To chart the child's progress and achievement throughout the school.
2. To clarify the child's present understanding and competence and gauge its progress.
3. To improve the continuity and progression of the child's learning.
4. To promote the greater involvement of children and parents in the learning process
5. To assist in the diagnosis and identification of special needs
6. To ensure continuity and coherence throughout the school and to assist in the smooth transition to other schools.
7. To give the Headteacher and curriculum co-ordinators a general picture of development within the school.
8. To communicate analysed information to all members of staff to help with focusing levels of support to assist the tracking of children throughout the year.
9. To provide relevant information to various outside agencies when appropriate.
10. To support the work of the curriculum development groups.

Broad Guidelines

1. Recording should be of a positive nature.
2. Records should be clear and meaningful.
3. Records should include all information required by the National Curriculum.
4. Records should present a broadly based picture of the child, involving all positive aspects of development.
5. Assessment should develop a profile of the child to include samples of work and areas of achievement.
6. Assessment should involve children and parents in recording and evaluation.

Conclusion

Assessment is not separate from, but an integral part of the school's curriculum plan and strategies for learning. Recording achievement recognises not only the skills and knowledge in written form, but also practical skills, social attitudes and personal qualities which represent the wider aims of education.

Headteacher	Date to Staff	Chair of Governors
Date:		6/7/20
Review Date		