



## BROOMWOOD

# ASSESSMENT AND RECORDING POLICY

### Policy Overview

It is an integral part of any teaching that a pupil's progress in a subject is continually being monitored and assessed. This occurs in a variety of ways listed below.

Across the Pre-Prep and Prep schools:

- All teachers at Broomwood regularly assess pupils in class and keep records of their grades or marks online, so that, at a glance, a teacher may be able to give a sound assessment, based on objective evidence, of the progress of any pupil being taught by that teacher for any subject.
- Summative assessments are carried out each term for years 1-8. These can take the form of digital assessments (Atom, Century Tech or the GL suite) or paper-based assessments (Comprehensions, written assessments, White Rose maths papers, 11+ or 13+ papers).
- Written work is carefully monitored by teachers who give grades or marks and make brief comments accordingly.
- Digital testing is carried out across the school. At Broomwood, EYFS children take BASE assessments at the beginning and end of the year; Year 1 take NGRT test and children from Year 2 to 8 take CAT 4 tests once a year and some year groups sit other digital tests across the three terms. The results are not given out to the pupils but are provided to parents. In the Pre Prep only CAT 4 test results are given to parents.
- Children's progress is regularly discussed formally at staff meetings, pupil progress meetings and departmental meetings.
- Across Broomwood full reports are written once or twice a year, and in Broomwood Boys and Girls they are given Effort, Progress and Attainment Grades (EPA) and a qualifying comment. Year 8 receive their final, full report in the Spring

term and a tutor letter in the Summer term. These reports cover all academic subjects, Art & DT, drama, music and games.

- Parents meet with their child's teachers at least once a year and are always available for additional meetings when needed.
- At the boys School there are additional half-termly EPA grades.
- Years 6–8 have termly formal exams that they sit in the hall, all other assessments are in class.

### **Prep Diaries – House Point Section**

In the Girls school, each pupil has a section in their prep diary devoted to house points. They will collect both plus and minus house points in this section. The object of this system is to maintain an ongoing record of a pupil's progress during the term. Once a week the house points are collected in by the house mistress or master, who discuss and record any pluses and minuses with the pupil concerned. Tutors monitor this closely as well. In the Boys School and in Year 7&8 at the Girls School, points are awarded, collected and managed through iSAMS and monitored by Form Tutors and Head of Years and Houses.

In the Pre-Prep, house points can be awarded for good work and good conduct; they are recorded in the classroom on a chart and added up weekly to make the half-termly totals. The weekly results are read out in assembly by the House Captains. No official tally for each child is recorded for house points.

### **Pupil Data**

Pupil data is compiled for every child in the school and his or her grades, exam marks and digital testing results are continually recorded on the assessment grids and some are on iSAMS, along with a note of any significant achievements and extra-curricular activities.

### **Report Cards**

For any child who is not receiving satisfactory grades a report card system can be put into operation in which the child has to present to each teacher to record her performance in the lesson. The child concerned must take the Report Card home each day to show it to his or her parents who are asked to initial that they have seen it.

### **Please read in conjunction with Broomwood's Teaching and Learning Policy**

*Monitoring: SLT*

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