

Assessment and Report Cycle

The analysis grids are on the staff shared area in the progress data folder and then in the year (we are currently in) folder we are currently in. They all needed to be saved in the correct subject folder here. See the AHT in charge of data is you need help filling these in.

At the start of the academic year HOD/HOF will map out assessment points to ensure they fit with the progress reporting cycle.

Before Reporting Window Opens

HOD/HOF lead department time before the progress reporting window opens to ensure there is a shared understanding and consistent approach to entering the data. Moderation takes place if required.

When Reporting Window is Open

Data is entered into SIMS by class teachers. HOD/HOF check that the data is complete and that all within their team meet the deadline.

When Reporting Window is Open

HOD/HOF checks that the data is a good representation of students making good progress and ask class teachers to review and change data if required.

Once Reporting Window is Closed

SLT do final checks of data and reports are then issued to parents/carers and students.

Once Reporting Window is Closed

Good progress is celebrated via rewards breakfasts etc. and targeted support is put in place where progress is lower than expected.

Once Reporting Window is Closed

Class teachers, HOD, HOFs and HOYs analyse the data using the analysis grids and YGPs and records actions required. Review progress towards previous targets.

THE HIGHFIELD SCHOOL

