

Singleton C.E. Primary School



Assessment and Monitoring Policy

September 2023
September 2025

This policy was last reviewed in September 2023 and will be reviewed in accordance with the review schedule set out in the School Development Plan.

This policy should be read in conjunction with:

- Feedback for Progress and Learning Policy
- Appraisal Policy
- School Development Plan

The aim of monitoring is to help us answer these key questions:

1. How do we know how well our pupils are achieving?
2. What evidence do we have to illustrate pupils' progress and achievement?

At Singleton CE Primary School, the following actions are currently undertaken to monitor the standards of teaching and learning as well as the progress and achievements of our pupils:

- Class observations
 - ❖ The headteacher undertakes a lesson observation of every class teacher once a term.
- Assessment data is analysed in order to inform us of pupils' progress & achievement.
- Learning walks are carried out periodically which focus on the learning environment.
- Work scrutiny is carried out periodically to monitor standards and the implementation of school policies (eg. marking policy)
- External moderation opportunities are used to confirm teacher judgements

CORE MONITORING PROGRAMME

	<i>Person Responsible</i>	<i>Frequency in year</i>	<i>Report in</i>	<i>Reporting audience</i>
Standards	Headteacher	Once	Autumn	Staff & governors
Baseline (EYFS)	Headteacher, class teacher	Once upon entry	Autumn	Staff
End KS2 tests	Headteacher, class teacher	Once	Summer	Staff, parents & governors
Reading test: Salford Y1.2.3.4.5.6	Headteacher, class teacher	Twice	Autumn and Spring	Staff
Maths: PUMA Y2,4,5	Maths Lead	Three times	Every term	Staff
Teaching	Headteacher	Three times	Every term	Staff
SIP progress	Headteacher	Three times	Every term	Staff & governors
Phonics test	Headteacher, class teacher	Once	Summer	Staff, governors and parents
Multiplication Test	Headteacher, class teacher	Once	Summer	Staff, governors and parents
Progress meetings	Headteacher, class teachers	Termly	N/A	N/A
Conversations with staff – eg staff meeting to discuss SEND pupils Conversations with pupils Work/book scrutiny - marking in books & indicating next steps Teaching across the school (planned and periodical) Pupil planners/ reading diaries Displays		Parental feedback/ survey Running records (reading) Planning Monitor SEND pupil interventions & movement on/off register Pupil self assessment – targets/ ‘I can’ statements in books		