

ASSESSMENT POLICY & REPORTING TO PARENTS ON ACHIEVEMENTS

Observing

- ◆ *When* –
During the school day

What –
Significant individual achievements *or* difficulty

- By Who* –
- ◆ Staff

Procedures for Recording

All children are continually observed and any significant progress or achievements are recorded as they happen. It is not, however, possible to watch all of the children all of the time and to interact with them as well. So to satisfy us that we have observed all of the children over a period of time we apply the following system.

The Class Teacher and Nursery Assistant are responsible for noting progress and achievements of a particular group of children on the monthly designated outcomes. Other achievements can be noted on post-its.

During the month every child will be specifically observed for a day. Significant progress or achievements will be noted as they occur.

Reporting to Parents

A written action plan will be given to parents during the 1st and 2nd terms.

The action plan is for both the school and parents to contribute to.

The teacher will write this plan and parents will be invited to respond to it.

A Parent interviews with the teacher will take place in October and February to explain the: -

- ◆ Action Plan, and
- ◆ Pupil Profiles.

In June the transition form and Individual Pupil Profiles will be given home.

Contact with the teacher will happen daily as the child is brought to school and collected. This will give an opportunity for any information to be passed on.

If either the parent or teacher feel an interview is required this can be arranged through the Principal.

ROLES AND RESPONSIBILITIES OF PARENTS

Parents are a child's first educators and continue to play a central role in the education of children after they enrol at school. We believe that parental involvement is crucial: children's progress is best promoted when parents are actively involved in the educational process as partners with unique knowledge and information to impart. Parents will be encouraged to:

- ◆ Be involved, as active partners in the identification and assessment of their child's needs;
- ◆ Contribute positively to the development and implementation of intended learning
- ◆ Attend appropriate meetings on a regular basis in order to evaluate and review their child's educational plan.

PARTNERSHIPS WITH PARENTS

The school maintains an 'open door' policy which allows daily contact between staff and parents. If the class teacher identifies an area of concern they will speak directly to the parent. An agreed strategy can be discussed. We urge parents to speak to the teacher if they have any concerns.