



July 2019

Dear Parents and Carers

Assessment and Feedback Report: July 2019

I wrote to you earlier this academic year to describe and explain the system for providing feedback at Key Stage 3. Your child will have brought home the third and final report which shows their attainment in assessments this year. Below, I have reminded you of the answers to some frequently asked questions that should, hopefully, help you to understand the reports.

What is being assessed?

In each subject, you can see on the report the titles for the assessed units across the year. Under each, there are up to four numbers. These numbers refer to the Assessment and Feedback sheets (A & F) that the teacher has used to assess your child's work. The A & F sheet will relate directly to the work students are doing in class. A ladder of descriptors is used to identify the standard of the student's work; the descriptors at the top of the ladder describe a high standard of work. There are up to four strands in each A & F sheet which relate to different skills, capacities or knowledge. The teacher will judge each student's work, sometimes based upon all of their work across a unit and, at other times, taking greater consideration of one assessment task. As part of the feedback process, students are given a copy of the sheet to stick into their exercise books.

What do the numbers mean?

The numbers refer to the level on the A & F sheet ladders that your child attained. A number 1 means that their work was assessed as being at the top of the ladder (the highest quality work) with a number 5 being at the bottom of the ladder. On some occasions, a teacher may judge that a 'U' is appropriate if, for that particular aspect of learning, the student is not deemed to be meeting the standard yet. In some cases, you will see an 'x'; this is used to show unused boxes on the report because there were only two strands to an A & F sheet (but there are 4 boxes on the report). In some cases there are blanks; these might indicate that a student missed an assessment.

How can I see the A & F sheets?

There are two ways to see the A & F sheets and the criteria to which the numbers refer. Firstly, they can be seen by looking in your child's exercise book when they bring them home. Secondly, you can see the A & F sheets on the school website. Click on the **Student Information** tab, and then the section titled **Assessment and Feedback**. Choose the appropriate year group attachment at the bottom of the page and you can follow the hyperlinks on the table to see the individual criteria. This would enable you to discuss with your child how they can improve their work.

Why do some subjects not complete A & F sheets each term?

In the core subjects of English, Maths and Science, students have more lessons each week than in other subjects and are, consequently, able to complete more assessed work. In other subjects, there will be fewer A & F sheets completed across the academic year.

Why do some subjects appear to be missing or different?

- Students study either French or Spanish (and not both) so only one of these will be filled in.
- In Year 9 Maths and Science, the students have started working on GCSE courses. GCSE predictions have been shared with you for these subjects instead using the 9-1 GCSE grading system. 9 is the highest grade that can be achieved at GCSE.

What are the numbers on the back of the report?

On the back of the report, you can see the scores that teachers have given for your child's engagement in lessons and homework at the points that they have completed A&F sheets. These are as follows:

- 1 – Excellent
- 2 – Good
- 3 – Requires Improvement
- 4 – Inadequate

These scores will give you some indication of how hard your child is working and what the quality of their homework is like. A score of 3 or 4 would suggest that they are unlikely to achieve their full potential and so prompt action is required. Appropriate interventions will be put in place at school but we would be grateful if you could help, as a parent, by doing the following:

- Please have a conversation with your child, encouraging them to reflect on how they can improve their learning. Please do look at their exercise book or folder and discuss their work with them.
- Please monitor how much work they are doing at home and ensure they are working hard enough outside of school.

If you have any further questions about the way this system is used to help our students to learn, please do contact me at the school. Alternatively, if you have questions about your child's assessments in a specific subject, please contact the appropriate subject leader or your child's tutor; contact details for all of our subject leaders and tutors can be found on the school's website.

Yours sincerely



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