

## KYLE ACADEMY

## Assessment, Tracking and Reporting Strategy 2020-21

**Broad General Education**

We have returned to school after a significant period away due to the Covid-19 pandemic. During August to December 2020, the focus will be on assessing where young people are in their learning, identifying any gaps and planning interventions to address them.

As we will be unable to hold parents' evenings, we will use written reports, praise postcards and letters of concern to share progress with parents throughout the session. Comments written by class teachers will focus on progress made, how effectively pupils have applied subject skills and their next steps for improvement. Pupils will be involved reflecting on their progress and learning through learner conversations and pupil-led reports/profiles.

S1	Tracking	Reporting
October		S1 <b>Settling-In Report</b> (Pupil-led/PTG)
December		S1 <b>Reflecting on Progress and Learning Report</b> . Pupils capture learning conversations.
May	S1 Tracking entered using 4 stages of progress  Behaviour, effort and homework ratings completed	S1 <b>Full Report</b> to capture summary of progress and next steps.

S2	Tracking	Reporting
November	S2 Tracking entered using 4 stages of progress  Behaviour, effort and homework ratings completed	S2 <b>Full Report</b> to capture summary of progress and next steps.
April	S2 Tracking entered using 4 stages of progress  Behaviour, effort and homework ratings completed	S2 <b>Reflecting on Progress and Learning Report</b> . Pupils create report/S2 Profile outlining progress and achievement.  This is shared with parents with Tracking (CfE levels) and behaviour, effort and homework ratings.

S3	Tracking	Reporting
January	S3 Tracking entered using 4 stages of progress  Behaviour, effort and homework ratings completed	S3 <b>Full Report</b> to inform subject choice with comments on progress and next steps.

<b>May</b>	S3 Tracking entered using 4 stages of progress  Behaviour, effort and homework ratings completed	<b>S3 Profile.</b> Pupils create S3 Profile outlining progress and achievement.  This is shared with parents with Tracking (CfE levels) and behaviour, effort and homework ratings.
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### Senior Phase

This year, it will be important to use robust and reliable assessment in an on-going way to gather evidence of predicted attainment for SQA estimates. Three evenly-spaced tracking periods will ensure we are periodically looking at evidence of demonstrated attainment and making judgements about progress against the criteria developed by departments last year. Three tracking reports, along with letters of concern, will ensure parents are kept informed about progress while we are unable to hold parents' evenings.

<b>S4/5/6</b>	<b>Tracking</b>	<b>Reporting</b>
<b>September</b>	<ul style="list-style-type: none"> <li>▪ Aspirational targets entered by class teachers</li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li>▪ Tracking data entered with comments re next steps</li> <li>▪ Behaviour, effort and homework ratings completed</li> </ul>	<b>Tracking Report</b> shared with parents
<b>December</b>	<ul style="list-style-type: none"> <li>▪ Evidence gathered to make informed comments about progress/target areas/ strategies to support improvement.</li> <li>▪ Tracking data entered with comments re next steps</li> <li>▪ Behaviour, effort and homework ratings completed</li> </ul>	<b>Tracking Report</b> shared with parents
<b>February</b>	<ul style="list-style-type: none"> <li>▪ Evidence gathered to make informed comments about progress/target areas/ strategies to support improvement.</li> <li>▪ Tracking data entered with comments re next steps</li> <li>▪ Behaviour, effort and homework ratings completed</li> </ul>	<b>Tracking Report</b> shared with parents
<b>March/April</b>	<ul style="list-style-type: none"> <li>▪ Estimates entered</li> </ul>	

### Monitoring

Whole school data is collated and reviewed by SLT, PTs and departments, to monitor pace and progress and plan interventions where required. This is built into our Self-Evaluation Calendar.

Assessment, Tracking and Reporting Calendar – 2020/21

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
S1		Baseline tracking (SLT)	Settling in report (pupilled)		Reflecting on Progress and Learning Report (pupilled)					Enter tracking using 4 stages of progress
			<b>Complete: 25 Sept Issue: 6 Oct</b>		<b>Issue: 18 Dec</b>					Report with comments <b>Open: 26 April Close: 21 May Issue: 26 May</b>
S2				Enter tracking using 4 stages of progress		<b>Options</b> <b>Issued: 12 Jan Return: 5 Feb</b>			Enter tracking using 4 stages of progress	
				Report with comments <b>Open: 26 Oct Close: 17 Nov Issue: 20 Nov</b>					<b>Close: 29 Apr</b> S2 Profile report (pupilled) <b>Issue: 5 May</b>	
S3						Enter tracking using 4 stages of progress	<b>Options</b> <b>Issued: 13 Jan Return: 5 Feb</b>			Enter tracking using 4 stages of progress
						Report with comments <b>Open: 1 Dec Close: 19 Jan Issue: 22 Jan</b>				<b>Close: 7 May</b> S3 Profile report (pupilled) <b>Issue: 21 May</b>
S4/5/6		<b>Enter aspirational grades</b>	End of term 1 - enter tracking	<b>SQA initial level entries</b>	End of term 2 - enter tracking	<b>Options S4</b> <b>Issued: 14 Jan Return: 26 Feb</b>	End of Feb - enter tracking (Hols 15-21)	<b>SQA change of entry levels</b>	<b>Enter SQA estimates</b> (Tracking report issued to parents – no comments)	
			Report with next steps <b>Open: 23 Sept Close: 20 Oct Issue: 23 Oct</b>		Report with next steps <b>Open: 1 Dec Close: 15 Dec Issue: 18 Dec</b>					