

PROCEDURE 43: ASSESSMENT AND REPORTING

Rationale

The main purposes for assessment at Whareorino School is to improve student learning, the quality of the classroom programmes and effectiveness of learning and teaching. Assessment is the ongoing process of gathering evidence *for* and *of* learning. This evidence will be used to give recognition and timely feedback to the learners and all other stakeholders. Assessment will reflect best practice that supports the learner and the teacher in the promotion of student achievement. Principal's reporting to the Board on student progress and achievement, provides key information to the Board to scrutinise data and information for the purpose of reviewing school performance, strategic thinking and planning, and resourcing school priorities.

Purposes

1. To assess learning and determine the next steps in learning for each individual.
2. To improve the quality of students' learning and development.
3. To enhance students' confidence by giving quality feedback on their progress and achievement.
4. To facilitate reporting of students to parents, the community and other professionals.
5. To develop tamaiti's ability to use the skills required for realistic self and peer assessment.

Guidelines

Whareorino School recognises that assessment activities complement class teacher's overall professional judgement. Hence, assessment practices should:

1. Be planned, ongoing, accurate and as objective as possible.
2. Be manageable, sustainable, and consistent across the school.
3. Vary to cater for individual learning styles and the purpose of the assessment task.
4. Provide information that will assist teachers to understand the individual and their learning needs.
5. Cover all learning areas and Key Competencies in the New Zealand Curriculum, and be used to improve student learning, progress, and achievement, through quality and targeted teaching.
6. Be shared with students.

Assessment Programme

1. An assessment schedule for the next year will be published by Week 8 of the current year, and copied to the Board for the Board's first meeting of the next year.
2. Recording and Reporting:
 - Teachers will record assessment information for:
 - ✓ Mathematics PAT on class lists and in planning diary
 - ✓ Numeracy on individual and class lists and in planning diary
 - ✓ Literacy: First Steps Writing formats and Reading on individual and class lists
 - ✓ Electronically (e-tap) as required by assessment schedule
 - The information gathered will be used in a multitude of ways including:
 - ✓ To identify the learning needs of students
 - ✓ To inform teachers about the next step in the teaching/learning process.
 - ✓ To evaluate teaching/learning programmes.
 - ✓ To make decisions about learning experiences and programmes for individual and groups of students
 - ✓ To be the basis of reporting to students, parent, Board, and community.

- Formal Reporting schedule:
 - ✓ Terms 1/2: Parent/Student/Teacher Conferences scheduled for all Priority Learners (identified through end-of previous year student achievement data). Purpose: to collaborate and set academic and personal goals for the start of the year.
 - ✓ Term 2: Written Report (all students) - reporting against the NZC Curriculum Levels and Whareorino School Values.
 - ✓ Terms 3/4: Parent/Student/Teacher Conferences based on the Term 2 written reports. Teachers to share; achievement and progress information, next learning steps, how they can help at home, progress against the School Values.
 - ✓ Term 4: End-of-year Achievement Report
 - ✓ New Entrant – Interview - approximately 1-month after starting
 - ✓ Diagnostic survey for six-year-olds with interview
 - ✓ Parents/caregivers are encouraged to meet and discuss their child’s progress at any time.



C. Stevenson
PRINCIPAL

Dated: March 15, 2022