

# *St Mary's R.C. Primary School and ELC.*

**Learning Together,**



**Creating our Future**



*Policy on:*

*Tracking progress of children.*

*Rationale:*

## Vision:



LEARNING TOGETHER, CREATING OUR FUTURE



**Head Teacher**

## “Know what is going on in school”

“Knows the children”

“Checks children’s work”

## “Supports and challenges”

**Class Teacher**

## “Know the children in your class”

“Make sure nobody is forgotten”

“Challenges others”

## HGIOS –

3.2 Raising attainment and achievement

## GTC Standards –

2.1.4 Have a depth of knowledge and understanding of Planning for Assessment, Teaching and Learning

3.1.1 Plan effectively to meet learners' needs

3.1.4 Effectively employ assessment, evaluate progress, recording and reporting as an integral part of the teaching process to support and enhance learning

## *Aims:*

- Class Teachers and Early Years Staff are fully aware of levels of progress for each child in their class/setting.
- The Senior Leadership Team are fully aware of the levels of progress for each child in the school and ELC and the plans that are in place to support and challenge children.
- Staff feel supported by the SLT as they put in place plans to support and challenge children in their class/setting.

## *Practical approaches:*

- A CAT session will be set aside at the beginning of every session for "Class Data Analysis". Each teacher and SLT will look at their 'class overview' sheet, SNSA results, GL results and any other data to allow them to build up a picture of their class. This will inform planning for teaching and learning and the tracking meetings that will take place throughout the session. The 'class overview' sheet is completed as part of the transfer of information meetings at the end of each session.
- A 'tracking 22.23' folder is in the 'tracking documentation' folder in staff share.
- Class folders contain the excel tracking document and curricular area sheet, including a Health and Wellbeing sheet.
- **The excel sheet is for your reference and there is no need to complete this.** It will be completed as part of the tracking meeting.
- There will be a progress and prediction meeting at the beginning of October where we will discuss where we expect each child to be. This data will then be sent to Falkirk Council. **There is no need to complete the individual tracking sheets for this meeting.**
- The excel spreadsheet will show where your children are in all of the curricular areas. We will use a traffic light system to indicate where you feel the child is in their learning **in relation to the level and pathways that they should be on.** This will be done at the tracking meeting.
- In order to enter a colour we will use the following numbers:

1 – Red

2- Amber

3- Green

4 - Blue

- There is also a Health and Wellbeing tab which has been added since last year by Falkirk Council. We will add these colours in at Health and Wellbeing meetings in September, January and June. We will add red, amber or green traffic lights in this section so that any concerns you have around any child can be discussed.
- Your documents should be completed at least the day before your meeting so that the member of the SLT who is meeting with the class teacher can access them on staff share and look at them beforehand.
- **‘Full Tracking Meetings’** in November and March require individual curricular paperwork to be completed. The excel tracker sheet will be completed as part of the meeting so there is no need to complete this beforehand although it will be available for your reference.
- **‘Progress Meetings’ for ABC children** in October, February and April do not require the curricular paperwork to be filled in
- One and a half hours have been allocated for each meeting.
- The tracking meetings will be based around the national target of 85% of children being on track in any given area and how all children are being supported and challenged in class. As part of the discussion we may discuss GL assessments, SNSA assessments and the impact of any practitioner enquiries in your class.
- During the meeting, **‘ACTIONS’** will be discussed and it will be clear on the paperwork who has responsibility to take forward what is discussed. These actions will then be followed up within agreed timescales and evaluated at the next tracking meeting or at another agreed time.
- As part of the discussion we will discuss your small test of change which will be supported by Kimberly, our Data Coach.

## *Additional Information:*

## *References:*

**How Good is Our School?**

[How good is our school? \(4th edition\) \(education.gov.scot\)](https://www.education.gov.scot/How-Good-is-our-school-4th-edition)

**GTC Standards –**

[Professional Standards | General Teaching Council for Scotland \(gtcs.org.uk\)](https://www.gtcs.org.uk/professional-standards)

[Falkirk Council Raise the bar, close the gap.](https://www.falkirk.gov.uk/raise-the-bar-close-the-gap)