



SQA Policy
Raising Attainment
Calderhead High School

The Calderhead SQA (Raising Attainment) Policy is based upon the following key principles:

- *Achievement for all – A curriculum that suits the needs of young people with a focus on all pupils achieving a course award, at the highest possible level, in each subject.*
- *Robust tracking - monitoring, reporting, and intervention systems underpinned by a staged approach with staff across all levels.*
- *Communication - with pupils during learner conversations at regular points throughout the year and with parents/carers at senior phase tracking & reporting periods and parents' meetings.*
- *Evidence-based assessment judgements - that provide reliable information for the class teacher, subject PT, Pupil Support and Senior Leadership Team.*

Tracking & Reporting Timeline	S4	S5/6
Initial tracking	Early October	End of October
Parents' meeting	End of October	End November
Full report	Mid January	Mid February
Final tracking (SQA Estimate)	End of March	End of March

Procedures

- Initial SQA presentation levels will be **decided prior to initial tracking reports** for all Senior phase pupils and will be based on a range of evidence. **PT Curriculum** ensures candidates are presented at the correct level and passed to **DHT 2 weeks prior to initial tracking** to ensure accuracy.
- Initial tracking reports should communicate progress clearly to both pupils and parents. A comment will be required for all pupils who are tracked as 3 or 4 for at least one of the following; effort, behaviour and homework. Formal learner conversations will take place during each tracking period, focusing on strengths & next steps.
- **PT Curriculum** will meet with year group **DHT** regarding projected attainment twice a year.
- Targeted Attainment Groups will be established and shared with all staff after the initial tracking period. Target groups as follows:

S4

- **5+ awards at SCQF level 5**
- **3+ awards at SCQF level 5**
- **5 + awards at SCQF level 3 or above**

S5/6

- **5 awards at SCQF level 6**
- **3+ awards at SCQF level 6**
- **1+ awards at SCQF level 6**

- An S4 Mentor group will be created based on 5+ awards at SCQF level 5 and there will be intensive support for the group not on track for 5+ awards at SCQF level 3 or above.

Early Warning

Class teachers should complete the early warning section (in green) of the Senior Attainment Intervention spreadsheet (located in Calderhead HS Team) and notify **PT Curriculum**. **PT Curriculum** should contact parents to inform them of initial concerns and planned support strategies. Early warning section should be submitted **before the end of November for S4/5/6**.

Change of Level

A change of level must be seen as a last resort that is only possible at the end of a process of intervention, including early warning submission and previous parental contact. Consequently, a change of level or withdrawal from exam (S5/6) **must not** be discussed or agreed with pupils as an option until the **Class Teacher and PT Curriculum** have exhausted the interventions available and the change has been agreed with the **DHT** and the parent/carer.

Prelim exams will take place in **December for S4** pupils registered for externally examined National 5 courses and in **January for S5/6** pupils registered for externally examined National 5, Higher and Advanced Higher courses. All prelim exams will have a maximum paper length of 90 minutes and invigilated by **class teachers**.

Early Warning and Change of Level Procedure

Aug-Oct

Teacher notices that a student isn't making the progress expected.



Interventions are put in place: additional homework, change of seat, supported study etc.



By End
Nov

Student is still off track. Teacher completes Early Warning Form section of Raising Attainment spreadsheet on Teams and emails



Curriculum PT speaks to the student and contacts home via Groupcall to highlight concerns & request call back. This is carried out for students with a Working Grade 2 grades below Negotiated Target Grade.



S4 Mid Jan

S5/6 Mid Feb

Student still off track. Curriculum PT contacts year group DHT to discuss change of level/dual presentation.



If level change is agreed, Curriculum PT updates Change of Level section of Raising Attainment spreadsheet on Teams and DHT contacts parent/carers via phonecall/Groupcall



Student is now on track.