

Quality Assurance Policy 2016-17

Children's learning

All children have the right to succeed at this school, it is the schools responsibility to ensure that all children make progress throughout the whole school year, children should make at least 2 sublevels progress each year. Children should also make day to day progress in terms of the quality and the quantity of the work produced.

Marking

All teachers and TAs must ensure **that all work** is marked in green pen.

Detailed marking

Teachers must ensure that **one literacy, Numeracy, RE and Topic work** is marked in detail with a comment to support development **every week** and a target to ensure the child moves on to the next level.

Feed back Comment

(What went well and even better if... etc) Children should be given the opportunity to read the teachers comment and respond in the age appropriate way **at the beginning of the next lesson.** Teachers must support the development of handwriting and good presentation.

Non- detailed marking

All other work must be marked according to whether the learning objective is achieved. Teachers should **highlight in Green** if the objective is achieved and **highlight in Orange** if the child has not achieved the learning objective.

Key stage 1and 2

- All medium term planning **for all subjects** must be given to Natalie by then end of the first week of each term.
- All short term planning must be given to Natalie by **the Monday morning by 9am.**
- The following planning must be displayed in the classroom: **Weekly timetable, weekly numeracy and literacy plans, non core planning.**

- All children's work is to have the date written on the top line of the page, Y2 to ensure that the work is underlined.
- All work is to have the WALT written in the children's work.(L.O in KS2)
- The use of worksheets: Worksheets can be used as a resource to support development, however all teachers must be able to justify the use of every worksheet. As part of the everyday accountability of raising standards, **teachers must only use worksheets as a resource and not for children to record their work on.**
- **No worksheets to be stuck into the books.** *The use of worksheets hinders children's creativity and general presentation skills. The purpose of any worksheet should only be used as a technique to reinforce or practice certain skills. Teachers using a specific worksheet must highlight the nature of this sheet in their planning.*
- All children in **Keystage 1 and lower Key stage 2** need to be taught handwriting formally and all work must be completed in handwriting books. **Teacher must ensure that time is given to practice these skills at least 3 times a week.** Teachers should model good handwriting by writing on the board and in their marking. Teachers must reinforce these basic skills across the curriculum.

RML:

- All work to be recorded in the RML books but all Teachers/Assistants must use the above expectations.
- All RML work to be filed in their yellow folders (learning journeys)
- Teachers and TAs must insist that all letters are modelled and formed correctly and that all writing sits on the line. To support the development of basic punctuation colour pencils to be used to show capital letters and full stops.

Big Write:

- All children must record a big write piece of work **every week** in their big write books.
- **All Big Write to be marked** accordingly and levelled according to Schools Policy.
- Teachers must ensure that all skills from above are transferred into this writing.
- Children must write independently and encouraged to write at length.
- When using scaffolds eg: word banks, to support writing, these should only be used with a focus group or SEND group and this **must be highlighted in planning.**
- Every half term 6 pieces of **moderated APP writing work must be filed into the class APP folder**

Maths :

- All children must have a daily Numeracy lesson: Throughout the week children should have the opportunity of 1 **formal mental maths test, one problem solving lesson and one lesson supporting the four rules.**
- All work to be recorded in their maths books or mental arithmetic folder.

- All numbers should be taught correct digit formation and numbers should be in the box/square.
- Teachers must follow the school policy for Addition, Subtraction, Division and Multiplication and evidence of such rules should be highlighted in the exercise books.
- **One lesson each week should consist of either a maths investigation or problem solving activity**
- Children should **record their maths work at least 4 out of the 5 maths lessons.**

Science

- All children must complete a scientific investigation every week unless Science is planned as a blocked unit of work or part of a planned unit at the CLC.
- Children must attempt to record their findings and their observations and scientific conclusions .

RE:

- All teachers must teach at least 2 RE lessons every week (Mass is counted as one lesson)
- Children should record in their RE books at least once a week.

Non Core books:

- There should be a **minimum of 10- 12 pieces** of Non Core Work presented in these books per term. (1 per week)
- All work in these books should be of the highest standards- .

Homework

All children are expected to read for 20 mins each night Monday to Friday , this must be recorded in the planners and Teachers will need to make a weekly comment.

Every Thursday 3 pieces of differentiated homework should be given out in their homework books. These books should be marked with cursory comments .

Reviewed September 16

To be reviewed September 18