



# Maidstone & Malling Alternative Provision

INSPIRING ACHIEVEMENT THROUGH INCLUSION AND SUPPORT

## Teaching, Learning and Assessment Policy

### 2019-2020

## **MMAP Teaching, Learning and Assessment Policy**

At Maidstone and Malling Alternative Provision we believe that learning is the process by which students gradually acquire and assimilate knowledge, concepts, skills and attitudes to enable them to make greater sense of the world. Teaching and learning is central to our work as educators and it stems from the school's aims, ethos and vision. We expect all of our staff to deliver high quality, stimulating and dynamic lessons, where all students are supported and challenged to make good progress in their learning.

Students of all ability levels will be given equal opportunities to learn in order to achieve their full potential irrespective of starting points and barriers to learning. Our purpose is to create a learning environment which fosters motivation and allows all students to flourish. We strive not to simply teach knowledge but to empower our students by teaching them how to learn and to provide a personalised learning experience for every child that takes full account of their individual needs, starting points, interests and aspirations.

### **Aims and Objectives**

This policy exists to clarify what we see as best practice and to clarify the expectations the school has for staff and students to ensure that all our students learn well in every lesson. It also serves to:

- Focus on continually raising standards of teaching and learning in the school, to inspire and motivate students and staff
- Provide guidelines for teaching and learning and establish clear criteria for best practice and consistency
- Raise attainment by increasing levels of student engagement, motivation, participation and independence
- Identify and share good practice in teaching and learning across all curriculum areas
- Establish a baseline for monitoring and evaluating the teaching and learning that takes place
- Provide practical guidance and clear procedures
- Ensure that our students are active and independent learners who strive to achieve their best in every learning situation and will continue to do so throughout their lives
- Ensure that students are highly literate and numerate, able to apply their skills and knowledge to new and different situations, to achieve well in school and beyond
- Make links with the learning that students do outside the classroom
- Improve levels of achievement and attainment as a consequence.

### **Principles of Policy**

#### **Staff will:**

- Support and challenge students to achieve their best
- Provide high quality, dynamic and stimulating lessons
- Provide high levels of interaction for all pupils
- Provide opportunities and guidance to apply and develop literacy, numeracy and other skills
- Encourage and support
- Provide high quality feedback

- Work collaboratively to ensure consistency in skill development by identifying and sharing best practice in teaching and learning across all areas of the curriculum
- Develop our range of teaching and learning styled to create an exciting and creative learning culture
- Listen to students' views and be open to their opinions
- Evaluate and reflect on their practice.

#### **Students will:**

- Participate fully in lessons
- Strive for continual improvement
- Support each other so that all students learn effectively
- Take an active part in learning within and beyond the classroom
- Take pride in developing and applying their literacy and numeracy skills across the curriculum
- Be enthusiastic, resilient and responsible in learning and improving skills
- Respond positively to feedback and improve their work as a result of effective feedback
- Rise to challenges, working collaboratively and supportively.

#### **Procedure and classroom routines**

##### **Before the lesson:**

- Teachers should plan lessons that allow all pupils to progress in their learning
- Learning outcomes should be evident and clear to the students
- Activities and tasks should be planned to reflect a well-balanced range of activities and to include a range of teaching and learning styles
- Lessons should be differentiated to take into account learning needs; assessment data must be used to plan effectively to support and challenge every learner
- The use of resources, including ICT, must be carefully planned to enhance learning
- A variety of active questioning techniques should be used and, where possible questions should be pre-planned
- All teachers should have an in depth knowledge and understanding of the scheme of work/exam specification they are teaching.

##### **At the start of a lesson**

- The teacher should be at the door, whenever possible to welcome the students into the room, creating an appropriate climate for learning
- The teacher should have the date, title and the lesson's learning objectives and success criteria clearly displayed and in "student speak" as students enter the classroom (when possible), or at the beginning of the lesson (this should be referred to throughout the lesson)
- The teacher should engage students' interest immediately with a starter activity
- Links should be made to prior learning
- Provide an overview of the lesson- the 'big picture' and links to prior learning.

##### **During the lesson**

- The lesson should use time well and be structured with appropriate pace and challenge

- A balance should be achieved between whole class interaction, class teaching, individual work, group work, varying levels of questioning and assessment.
- A range of learning styles should be accounted for, ensuring that visual, auditory and kinaesthetic learning styles stimuli are provided
- Provide opportunities for students to self and peer assess and set targets for their own progression
- Positive behaviour for learning strategies should be used with a classroom ethos of praise and encouragement. Appropriate school policies should be followed for behaviour management
- Build enjoyment into a lesson; the teacher should let their enthusiasm for the subject and personal enjoyment of learning shine.

#### **At the end of the lesson**

- A review of what students have learnt should take place
- Check learning against outcomes shared at the beginning of the lesson
- Allow time for questions and thoughtful answers
- Give praise to the class as a whole or individuals for their learning
- Complete point sheets collectively as a group developing student reflection skills
- Establish an orderly end to the lesson before students are dismissed.

#### **Tracking student progress**

All staff have the responsibility to regularly and accurately assess each student's achievement and to track their progress made against individual target grades. Progress data is tracked across the academic year, and used meaningfully by every teacher to inform planning, enabling them to tailor lessons and appropriately challenge and meet the needs of all students.

Each term, the most current assessment data will be used to inform the teacher's annotations of relevant information, including current assessed grades and any barriers to learning. Other relevant information such as SEND strategies/pastoral information will be used to inform planning. All teachers will identify students in need of additional support, including vulnerable groups such as Pupil Premium students, SEND students and the most able. Interventions put in place will be identified and will be used to inform planning. All subject teachers have the responsibility to monitor assessment, to analyse data to identify individuals or groups who are making less progress than expected, and to intervene where necessary to ensure students get back on track.

Students' progress should be displayed in all classrooms to provide a visual for all students to see where they are currently working at in relation to their target grades. This should also be a motivational tool to students and subject teachers should update and refer to the progress boards.

#### **Evident in all books and folders**

A tracking sheet inside the front cover of an exercise book or at the front of a folder, providing an overview of progress over the academic year, in relation to student performance tracked against starting points on entry (baseline), target grade (from baseline) and aspirational GCSE target (using KS2 data). The tracking sheet will include explicit reference to starting point and targets. Subjects that are not assessed such as

Careers and PSHE, will use a RAG rated tracking system to show progress over the academic year.

### Marking and feedback

It is important to provide constructive feedback to students, focusing on success and areas for improvement against learning objectives. This enables our students to become reflective learners and helps them to close the gap between what they can currently do and what we would like them to be able to do. A small number of basic principles underpin our approach to marking and feedback.

1. Teachers must use students' recorded work to assess understanding and address students' misconceptions as part of the teaching cycle
2. All work should be acknowledged, however this might be by the teacher or through peer or self-assessment
3. Peer and self-assessment are powerful tools and students should be guided in their appropriate use. Students should also be encouraged to reflect on their own learning.

Students' work will be marked using purple ink. There are four main types of written feedback that teachers can use and students can expect to see. The frequency of each type used will vary between subjects and Key Stages.

1. Acknowledgement marking - Checking that the work has been completed and that there are no obvious mistakes that need correcting
2. Quality teacher marking - developmental comments to help students grasp what they need to improve or to address whole class misconceptions which must be addressed in following lessons
3. Quality marking by pupils - Peer and Self-Assessment
4. Literacy marking to improve the quality of written communication for all students using the following literacy codes:

Whole School Marking Code	Means...
Sp (and underline)	Incorrect Spelling
^	A word left out
//	New Paragraph
?	This part is confusing

### Assessment

The effective assessment of work and the feedback given are fundamental to successful teaching and learning. It should celebrate student achievement and show how students can improve whilst including opportunities for them to act upon teacher guidance. All assessment information should be used formatively, as a tool for student progression. Students should be clear of the assessment criteria in advance and given opportunities to respond to formative feedback. This is based on the following key principles:

1. Students are encouraged to develop independent learning skills and take ownership of their learning in order to self-assess, identify next steps and make adequate progress
2. Students receive regular non-written formative feedback in lessons from teachers and their peers (via verbal or peer assessment).

A formative comment must:

- Be individual to meet the student's learning needs
- Include a clear comment stating what the student has done well in relation to the learning objectives
- Address misconceptions and provide opportunities to address them
- Refer to the mark scheme where relevant

In KS3 assessed work that is assessed should be given a Key Stage step against the subject's assessment objectives using the following as indicators:

**Emerging** - just starting to learn a new skill

**Developing** - showing an increased understanding in that area

**Secure** - expectations have been achieved

**Mastered** - students are able to apply key skills independently without prompting or guidance.

In KS4, externally assessed subjects should be given a GCSE grades 9-1, NQF Level or vocational grade. This can also include a sub-level/sub-grade using the following as indicators:

GCSE grade 9-1, NQF Level or vocational grade. This can also include a sub-level using the following:

**Developing** - showing an increased understanding in that area

**Secure** - expectations have been achieved

**Mastered** - students are able to apply key skills independently without prompting or guidance.

Strengths of the piece of work should be identified with clear targets for improvement to raise attainment. Marking should be as encouraging and positive as possible to ensure maximum progress.

For subjects where students are not assessed, teachers are free to determine how to assess the progress of students using a variety of effective methods including: RAG rating understanding against the lesson objectives or topics covered.

Assessment data will be requested at three points in each year to give teachers the opportunity to communicate formally with parents/carers.

### **Monitoring and Evaluation**

The monitoring of this policy will be the responsibility of the Senior Management Team (SMT), where the undertaking of work sampling and findings will be fed back to staff with a suggested action for improvement.

## **Policy Review**

This policy will be reviewed annually by SMT and fed back to staff for suggested alterations. Changes will be made to ensure that this policy reflects the best practice and is up to date.