



Dear Parent/Guardian

Assessment arrangements for this year

Mark 12 grades available to parents on Progresso

The Summer Term of 2020 presented new challenges for communication between the school and parents over student progress. In the light of this, we have reviewed and refined our systems for the current academic year.

We will be maintaining our Mark 12 policy. This says that:

- Subjects in Years 7 to 11 with 3 or more lessons a fortnight, such as English and Maths, must formally mark and grade (on the 9 to 1 scale used at GCSE) 12 pieces of work a year
- Subjects with less lessons per fortnight, such as Drama and Art, must formally mark and grade 6 pieces of work per year.
- This means that, for instance, a Year 7 student will receive roughly 20 formal assessments with a 9 to 1 grade per half-term and well over 100 grades in the year as a whole.

We will now be making the grades on these assessments available to parents. Parents have a log-on to our management information system Progresso and already use it to receive reviews. This log-on will now allow parents to view all of the Mark 12 grades awarded. Feedback from teachers on each grade will be provided to the students in their assessment books so we will be advising parents not to e-mail each teacher about each grade awarded, as this would quite literally generate hundreds of thousands of e-mails. Students can either show their book to their parents or, if the Assessment book is stored in school, take a picture of the teachers' comments and show that to parents. In the coming weeks we will be sending out more detail on the pieces to be assessed in each subject and how parents can see the grades on Progresso.

Mark 12 will not be used with 6th form students as students typically only take 3 subjects and will be receiving frequent feedback anyway.

Half-termly reviews

In past years parents have received 3 or 4 "reports" per year; typically one had been a "Profile" with written comments and the others have been "Reviews" with just grades for achievement and effort.

We have decided that, for the current academic year, parents will receive 6 "Reviews" (i.e. documents with numeric grades for achievement and effort but no written comments) per year. These reviews will be available to parents via their Progresso log-on at some point in the last week of each half-term.

The Mark 12 grades above will obviously be a major contributory factor to the Review grade but the Review will take into account other work and performance in class. Therefore, the Review grade may not be exactly equal to the statistical average of the Mark 12 grades.

Summary

The arrangements above mean that parents will receive a Review in each subject 6 times a year and will also be able to view the teacher's markbook for the Mark 12 grades. The feedback to the student on the Mark 12 tasks will be in their assessment books. The school's view is that the minimum of 18 grades (Mark 12 and 6 Reviews) per subject per year provides a comprehensive view of students' performance to parents.

Contingency plans for COVID

There are essentially two types of COVID related events, which could affect the school. Our contingency plans for each type are outlined below.

Plans in the case of a positive test on an individual

The Gryphon will clearly follow government guidance on all occasions. It is also likely that Public Health England will give us specific advice on each individual case. The school has previously issued general guidance on self-isolation and testing in recent letters from Mrs Edwards. In the instance of a new case, the school will immediately inform all parties and offer medical guidance specific to the individual case. The purpose of this separate document, therefore, is not to offer medical guidance but to outline the arrangements for teaching and learning when a student or students are absent from school.

Student absence for up to 3 days

Teachers have been asked to place each week's teaching resources e.g. PowerPoints and worksheets into the relevant folder on iLearn (this is the same location as used during lockdown).

Teachers will routinely be setting all students (including those present in school) homework tasks via Markbook (Assignment Manager).

Therefore, for very short-term absences, students will be able to continue their studies without requiring a new input from a teacher specific to them as an individual.

Student absence of 4 days or more

If a student is absent for 4 days or more e.g. as a consequence of being asked to self-isolate until a negative test result is achieved, then the class teacher will use Markbook (or e-mail) to set work specific to the student or group of students who are absent. This set work will cover both the work that students present at school are doing in class and any required homework. The teacher will not be available to do live lessons on Teams as they will be teaching the students in a class who remain within school. Currently not all of our rooms have the capacity to livestream lessons to absent students.

Plans in the case of a closure or partial closure of the school

Partial closure of the school

A partial closure would be where school is open and some lessons are taking place but not all of the students are on site at any one time. This could be caused by several things e.g. large amounts of staff absence.

There are at least two ways in which this could, for example:

1 – Some year groups are attending school whereas other are not e.g. Years 7 to 10 attend for one fortnight but then years 11 to 13 attend for the next fortnight.

2 – There is a division of each Year group into portions and one portion attends at a time e.g. students with surnames from A to L attend for one fortnight and then those with surnames from M to Z attend for the next fortnight.

In either of these cases students would have two weeks in school (i.e. a full timetable cycle) and then two weeks out of school studying at home. Therefore subject teachers will prepare a scheme of work in which 2 weeks of taught lessons are followed by two weeks of self-study work.

In situation 1 above all of a year group would be doing the same work and so things are straightforward.

In situation 2 above the two halves of each class would be out of synchronisation, e.g. one group would always be 2 weeks ahead in the cycle of lessons and home leaning. Therefore, the group out of school for the first two weeks would need to undertake 2 weeks' worth of activities unique to them before then following the pattern of the other half of the year group.

Summary: In the case of partial closure of the school students will experience a mixture of school based learning and home based learning. Those learning at home will not experience live lessons via Teams or Zoom as the teacher will be teaching in school at the allotted time and therefore not available to do a simultaneous Teams or Zoom lesson.

Brief Lockdown Plans

A brief lockdown period here is defined as one, which last two weeks, or less. The length of a lockdown period may not be apparent when it starts and so the arrangements here outline what will happen for the first fortnight of any lockdown period. After two weeks the school would swap to the Extended Lockdown Plans.

- Teachers set work for their individual classes via Markbook (Assignment Manager)
- Students return any work to be assessed though Markbook (Assignment Manager)
- Work set by teachers will have clear instructions which then refer to named attached documents e.g. watch the PowerPoint called Coasts, then complete the worksheet called Rivers etc.
- The format of the work is at the teacher's discretion i.e. a worksheet approach is allowable; voice over PowerPoints and/or videos and/or Teams or Zoom lessons can be used but are not compulsory
- Set work is both classwork and homework
- Mark 12 will operate as normal i.e. work will be formally assessed by teachers if it is part of the pre-designated Mark 12; otherwise self-assessment against teacher provided answers may be used

5 - Extended Lockdown Plans

An Extended Lockdown period here is defined as one which lasts more than 2 weeks. The protocol outlined above would apply for the first two weeks of the lockdown period but the school would thereafter switch to the protocol outlined below.

Some elements of what would happen in this scenario are similar to the Brief Lockdown plans but with the Head of Department organising the setting of the same work for all equivalent classes rather than each teacher setting work individually.

- Heads of Department organise the setting for the same work for all classes via Markbook/iLearn (HoD will allocate particular Year groups to individual teachers)
- Students return any work to be assessed though Markbook (Assignment Manager)
- (Note this is a change from last year where we used the file structure set up in iLearn)
- Work set by teachers will have clear instructions which then refer to named attached documents e.g. watch the PowerPoint called Coasts, then complete the worksheet called Rivers etc.
- Set work is both classwork and homework
- Mark 12 will operate as normal i.e. work will be formally assessed by teachers if it is part of the pre-designated Mark 12; otherwise self-assessment against teacher provided answers may be used

However, the longer length of the lockdown period here means that the setting of work will be supported by more live lessons as below.

For example a modified Key Stage 3 day might run as follows:

- Monday Session 1 – Live Assembly
- Monday Session 2 – Live Maths lessons (there will be 3 different lessons according to the Maths class a student is in) – review of last week & explanation of week's work
- Monday Session 3 – Live English lesson– review of last week & explanation of week's work

These sessions will be recorded so that if there is limited availability for a family to IT at home students can access the lesson at another time. The sessions may be spaced throughout the day.

In Key Stages 4 and 5 the work set through Markbook (Assignment Manager) will be supported by one (or more) live Teams lesson per week in each subject taken. These will take place in the normal time slot for the lesson.

Yours sincerely,



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