

ZENITH HEIGHTS KINDERGARTEN



Assessment Policy

VISION: *To provide a stimulating early learning experience while promoting our students' social, emotional, physical, and cognitive development.*



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- **Initial Registration Assessment:**

Upon registration and applying for a student seat at ZHK EYFS School, students are requested to complete a registration assessment, as the first point of protocol, for application approval and official acceptance to ZHK attendance list, for the upcoming academic year or term.

This initial registration assessment is carried out by the experienced administrative coordinator or present members of staff, specifically homeroom teachers. This is a free service, ZHK administration do not take any fees for the Initial registration assessment and interview.

The Initial registration assessment is a diagnostic test in the form of a pre-kindergarten questionnaire booklet, that the student and member of staff will complete one on one, in the form of a casual interview, to achieve a distinct result. The diagnostic test is completely communicative and requires vocal responses to a series of questions, testing the ability of the child for the below points:

- Speaking and listening
- Social understanding and awareness
- Environmental understanding
- Pre-K numeracy and Literacy

The aim of the test is to indicate the student's capability and if he/she can enrol on to the mainstream, British curriculum EYFS framework without special needs requirements and obstacles that would require special assistance and further educational and physical support.

Once a professional judgement has been obtained by ZHK staff, the student is either successfully accepted or politely declined.

- **ZHK Official Observations:**

ZHK undertake official observations to check the progress, understanding and achievement of our students. The official observations are carried out at the end of the final revision week, which occurs just before the end of each term, during the academic year. The testing criteria differs on a termly basis and is shared with parents and guardians of ZHK students' weeks prior to the official observation, via our social network Class Dojo and through an official email, sent by the administration department.

The format of the observation is referred to as teacher – student time, for students not to feel the pressure of questionnaires, the ZHK Official observation is conducted one-on-one with both homeroom teacher and Arabic language subject teacher separately.

Each observation reflects the learning executed during that term; for term 1 this includes everything learnt since the beginning of the academic year. For term 2 and 3, the observations are an accumulation of existing previous knowledge obtained as well as specific content learnt in the previous 12 weeks prior to the observations. Below you will find the official schedule for the three observation weeks that occur during the academic year.



- ZHK Official observation timetable:

Observation intervals:	Observation Dates:	Observation format:	Observation attendees:
Term 1 16/08/2022 12/11/2022	9/11/2022 10/11/2022	One on One communicative and task – based observation	Homeroom Teacher Arabic Language Subject Teacher Student
Term 2 13/11/2022 04/03/2023	01/03/2023 02/03/2022	One on One communicative and task – based observation	Homeroom Teacher Arabic Language Subject Teacher Student
Term 3 05/03/2023 22/06/2023	30/05/2023 31/05/2023	One on One communicative and task – based observation	Homeroom Teacher Arabic Language Subject Teacher Student

The Official observations are based on the EYFS Framework of learning and are a combination of communicative and task-based completed observation booklets.

Specifically incorporating all the below skills:

- Speaking and listening.
- Communication skills (vocal and auditory).
- Kinaesthetic skills.
- Fine motor and motor skills (pencil control and capability).
- Physical development and wellbeing.
- Social, emotional, and individual development.
- Expressive and creative skills.

The Official observation applies to the below subjects:

- English (Phonics and Literary).
- Math (Numeracy and mathematics).
- Science (Understanding our world and the wider community).
- Art and Design.
- Arabic Language and Islamic studies.

The results of the official observations are provided as an overall outcome, taking into consideration midterm observations (midterm questionnaires) and weekly learning targets. As well all completed classwork, workbooks, and homework. The result is reflected in a termly progress report including the below result criteria:

- **Progress report and Mark Scheme table:**

Excellent	High achiever (<u>above age related expectation</u>)
Very Good	Meets expectations for the age group and finishes everything required without assistance
Good	Meets expectations for the age group and may require assistance to finish work.
Needs guidance	The student requires extra assistance and support to complete a task according to this age group.

The Homeroom teachers and subject Arabic Language teachers are required to submit the termly progress report one week after the official observations has been completed for all requested students. Including the table above in correlation to the termly observation criteria and an individual comment on each student's overall progress.

This is submitted to the ZHK Principal to be formally reviewed, as well as admin staff to review and read all student final progress reports. Once each student progress report has been formally reviewed by the ZHK Principal and admin staff, then it is formally shared with parents, usually two weeks after the completion of the official observations.

- **Parent - Teacher Conference and Progress Review Meetings.**

Once parents have received the termly Progress report by ZHK administration, they are requested and invited to have a progress review meeting with the Homeroom teacher and Arabic language teacher to discuss the report and any other related questions or concerns. This should ensure parents are informed on what protocol to apply for students' maximum potential to be attained, by the end of the academic year and for the betterment of the students' academic future.

- **Parent- teacher Conference and Progress review meeting protocol.**

Term 1 One week after report submission	Mandatory attendance for parents and guardians of ZHK students.
Term 2 Mid term	Specific requested meeting for low achieving students, or students who have a concern to discuss with parents.
Term 3 Two weeks before ZHK Official final assessment	Mandatory attendance for parents and guardians of ZHK students

The Parent Teacher Conference is a mandatory meeting for all parents and guardians of ZHK students. Taking into consideration preferred methods, the meeting can be conducted either face to face in the student's classroom or online via video calling programmes.

Regarding the specific requested meeting for Term 2, the parent or guardian, Arabic Language subject teacher, homeroom teacher and Principal are all present in order to discuss concerns and to reach an agreement with parents on the plan of succession for their child. This agreement is a document provided to parents and formally signed by all parties present.

- **ZHK Students File and Folders**

Each student at ZHK has a student folder where all the documents are found and kept, A new folder is created at the beginning of each stage, EYFS 1 and EYFS, for record keeping. The folder includes all formative, summative and diagnostic observations including the below documents:

- Classwork and homework
- Midterm questionnaires
- Weekly learning target outcome
- Class observation notes
- Termly Official observation
- Termly Progress report.

For record keeping ZHK ensure that all schoolwork is provided to parents for a review at the end of the week and sent back at the beginning of the new week to stay in student files and folders. Homework is also requested to be returned and remain in students' folders and files.

- **Rating, Classwork, Homework, Workbooks:**

Students at ZHK are continuously given feedback on their completed work, for the betterment of their academic level and to boost confidence and develop the required skills set in preparation for elementary education. Students combine classwork through worksheets, guided activities, arts and crafts, and workbooks as result of the learning that has taken place through various methods, play, presentations, explanation, or demonstration. This classwork is marked immediately after each lesson and put in a classwork folder that goes home to parents at the end of the week, for

them to review and contact the teacher if there any concerns regarding the completion of their child's classwork.

Moreover, the teacher can also annotate the worksheet and state if the child required *T.S (Teacher support)*. ZHK have a strict no red marker policy to rank work, for positive reinforcement the accepted marking colours are green, purple, and pink.

Homework is also provided weekly, at the end of the school week, once returned, at the beginning of the new week, teachers are required to mark and review, at the beginning of the week, check for any errors which may need to be discussed with parents via our social network Class dojo. If the homework sheet or task appears to have been done thoroughly and independently, they are filed away in student folders.

Continuous Class observation is the primary method in which both the homeroom teachers and subject Arabic language teachers assess the student through the academic year. ZHK caters to all different types of learning. These may include the below:

- Visual, and auditory
- Practical- hands on learners
- Vocal learners
- Tactical and kinaesthetic

It is therefore necessary that students are observed using differing methods, thus class observation being critical in checking student understanding. This also incorporates our weekly learning targets, whereby teachers ask students if they have understood the various topics learnt in that week.

In Summary ZHK upholds student emotional, social, and individual wellbeing and academic attainment and development as part of our core values. Thus, upholding our system of; three Official observations and continuous class observation, mid-term questionnaire and weekly learning targets, ensures that our students and parents are continuously updated on progress and advancement throughout the academic year.



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