

POLICY ON STUDENT TRACKING

INTRODUCED: April, 2017	REVISED: April, 2019
PREVIOUS REVIEW : 2018	NEXT REVIEW: April, 2021
IMPLEMENTED BY: Principal	

OUR CORE VALUES INCLUDES:

1. Putting students' interest first because their learning and wellbeing is our first priority
2. Promoting and achieving excellence
3. Working in partnership

AIM

To ensure that every student of Dunes International School makes as much progress as they possibly can.

OBJECTIVES

- To ensure that students are set challenging targets in all subjects
- To ensure that these targets and the strategies by which they are to be achieved are incorporated into the curriculum
- To ensure that progress against these targets is assessed and recorded at least once every half term
- To ensure that every student has an entitlement to at least one assertive mentoring session each term.
- To ensure that parents receive detailed information about targets about progress towards them and about any further interventions to maximize achievement through reports and through Parent - teachers meet.

IMPLEMENTATION

Target setting

1. All students will be set targets in all subjects (grade level expectations and learning outcomes)
2. These targets will be based on the aim that they will make at least three levels of progress (Success criteria)
3. Progress will be continually reviewed as part of the process of assertive mentoring

4. Targets will only be revised upwards, never downwards.

Individualized Education Program

1. All SEND students will have an Individualized education Plan (IEP). These plans will record:
 - The student's view of their own strengths and aspirations
 - Their targets in each subject
 - The outcomes of each of their assertive mentoring sessions
 - Data on their progress throughout the year
2. The initial sections on these plans will be completed in special education needs class under the guidance of the special education needs teacher.
3. The progress will be closely monitored by the subject teachers
4. Accelerated program to be planned for identified gifted students.

Assessment of progress

There will be a half termly "progress review" exercise where all the Heads of the departments review the progress

- Grade wise
- Section wise
- Girls V/S boys
- Comparison between various subjects
- Cohort wise

Assertive mentoring

1. Every low achiever will have a designated mentor
2. In most cases this will be the form of a mentor teacher or a buddy.
3. SEND students will be mentored and monitored by the special educator
4. Every SEND student will have an entitlement to at least one 15 minute 1:1 mentoring session per month
5. The outcomes of assertive mentoring sessions for SEND students will be recorded in the IEP

Reporting to Parents

1. Each parent will receive a written report once a term in the form of Parent teacher conference report.
2. Each parent will attend a review meeting after every exam. At this meeting the student will use their progress tracker as a basis for reporting on their targets and progress and identifying actions for the rest of the Year.

RESPONSIBILITIES

1. SMT and Heads of department teacher are responsible for the initial setting of targets in each subject
2. HOD's are responsible for reviewing these targets and revising them upwards if necessary
3. SMT are responsible for the oversight
4. Assertive mentors are responsible for scheduling appointments for mentoring sessions and ensuring that every student has at least one session per term.
5. Subject Teachers are responsible for the timely collection of progress data
6. Subject HOD's are responsible for assuring the reliability of the data collected
7. Cycle Supervisors are responsible for the organization of parents' evenings, review day and reporting to parents.

EVALUATION AND REVIEW

1. The Senior Leadership Team will evaluate the impact of this policy during or before March 2019. This evaluation will be based on:
 - analysis of the progress made by individual students and by groups
 - analysis of a sample of IEPs
 - analysis of attendance data from the Review Day and parents' evenings
 - feedback from students, parents and staff

On the basis of this evaluation, the SLT will review the policy and propose any amendments.

Principal's Approval	
Revised Date:	April, 2019