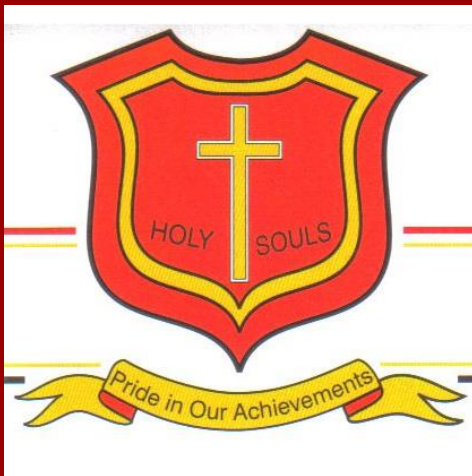


HOLY SOULS RC PRIMARY SCHOOL

Pride in our achievements



Record of Achievement Policy

Vision Statement

Holy Souls School is a Catholic School where we share our life in Christ in the growing knowledge that Jesus loves us. Our school is a place where everyone is able to feel welcomed, valued, secure, loved and happy. Everyone who comes into our school will be treated with respect. We remember that Jesus said, 'Treat others as you would like them to treat you'

1 Date Agreed by Governors: 21st March 2024

Governor Review Date: Spring 2027

Holy Souls R.C. Primary School

Policy Statement for Records of Achievement

Introduction

This document is a statement of the Intent, Implementation and impact for Records of Achievements (ROAs) at Holy Souls RC Primary School.

It was developed/reviewed during the Spring term 2024 through a process of consultation with Staff and Governors. A schedule for the review of this and all other policy documents is set out in the School Development Plan.

Mission Statement

"To love one another as I have loved you," is at the heart of our Mission Statement. Holy Souls is a place where we share our life in Christ in the growing knowledge that Jesus loves us. Children feel happy and secure within our school because their efforts are recognised and rewarded. We recognise and celebrate everyone's God-given talents in a variety of appropriate ways as we are proud of each personal achievement made by a member of our school family.

Purpose of Record of Achievements

- To recognise children's achievements in the broadest sense, physical, emotional, spiritual, social and intellectual.
- To develop children's self-awareness and self-esteem through identification of their personal strengths.
- To give children an opportunity to select items, which they are proud of achieving, to be included in their ROA
- To provide an on-going record of children's growth and development through school.

Intent

- To celebrate the achievements of our children and formally involve them in recognising their own achievements.
- To help children appreciate their many talents and skills.
- To create a rounded picture of each child including out of school activities and interests.

- To encourage children to be safe, healthy and enjoy school by: celebrating active, varied, healthy lifestyles, encouraging a positive attitude to school life, recognising good role models such as school councillors, friendship buddies; developing an economic awareness of their world and establishing skills/abilities to help children develop as citizens.
- To include parents in the process of creating an individual record for their child.
- To share with parents the development of this unique record and to incorporate aspirations for their children.

Inclusion

All children have their own special file regardless of their gender, race or cultural background. ROAs are as individual as are our children.

ROAs are a sound vehicle to celebrate the work of our SEND children, especially as we are able to recognise the amount of effort that has gone into every achievement.

Online Safety Statement

At Holy Souls R.C Primary School, we will endeavour to ensure the Online Safety of all our staff and pupils. All members of staff and pupils are responsible for Online Safety in any subject of the curriculum that is being covered.

Pupils will participate in and gain an understanding of Online Safety issues and the safe responses from Online Safety training sessions. All pupils will comply with the Acceptable Use Policy (AUP) which students must agree to. Pupils are reminded to report any Online Safety issue to the teacher or parent and to take responsibility for their own actions when using the Internet and communications technologies.

All Staff have a clear understanding of Online Safety issues and the required actions. All staff will comply with the Acceptable Use Policy (AUP) which staff must agree to. Teaching staff will educate pupils on Online Safety through specific Online Safety training sessions and reinforcing this training in the day to day use of ICT in the classroom.

Implementation

Staff will:

- Help to create an individual ROA for each pupil. The development of the ROA will follow a systematic approach as detailed in each year group's ROA aid.
- At the end of each school phase children will have the opportunity to share their ROA with family and friends, to celebrate their achievements. E.g EYFS, Year 2, Year 4 and Year 6.
- During the year teachers will share children's expectations and achievements by allocating P.S.H.E. time to update ROAs, including certificates and awards, Focused sheets are provided to show new skills the pupils have learnt and photographs of activities special to the child.

Children will:

- Be given the opportunities to develop the important skills of discussing, appraising and reviewing. This will encourage positive attitudes and increase their awareness of skills needed to be good citizens.
- Have a record of their development and progress as a person that will celebrate their many skills and talents.
- Be able to bring awards from out of school activities to be included in their files so that they can share their achievements
- Have ownership of their special file and be able to add to and update it.

Parents will:

- Be able to share ROAs with their children as they bring them home and be invited to comment on their child's out of school activities and hopes for the new school year.
- Be invited to express their aspirations for their child's primary school career
- Be involved by informing school of their children's achievements by sending in awards and certificates.
- Be invited to a celebration of achievement at the end of Year 2 where the pupils will be awarded their special file.
- Be invited to attend the Leaver's Mass at the end of Year 6 where the children are presented with their ROAs.
- Be invited to share in their child's ROA in EYFS and Year 4. Having an informative record of their children's time at Holy Souls.

Impact

Early Years

In early years we observe children in their learning by means of 'Tapestry' our online learning journal. This allows us to upload photographic evidence that links to one of the 7 areas of learning. This will then be uploaded so parents have instant access to what they have been learning that day. We also have a paper learning journey of any written observations or evidence of children's work.

Key Stage 1

Children in Key Stage 1 will use individual scrapbooks for their ROA. The book will follow the child through the Key Stage.

In Year 2 there will be a special assembly to celebrate the conclusion of this Key Stage and the children will be presented with their ROAs.

Key Stage 2

Children in Key Stage 2 will use a presentation style file for their ROA. This moves from each year group until the end of Year 6 when the files are bound and presented to the children at the Leavers' Mass.

Children in Year 4 will also be given the opportunity to share their achievements from Years 3 and 4 with their families.

Organisation

Each year group has a Record of Achievement aid. This aid is to help the teacher to create and develop the ROA as the year progresses.

It is a framework that has been split into tasks that need to be carried out each half term, so that the ROAs will be of a high standard and contain all the necessary activities to make them a reflection of the child's achievements in all aspects of life. Each half term has a particular focus plus an activity where they can reflect on a piece of work of which they feel proud. These activities are linked to parental and child involvement at specific times of the year.

Each class teacher will have a folder that includes a copy of each half term's tasks to be completed.

At the end of each term the class teacher rewards two children who have been outstanding during that period. One child receives an Achievement trophy and another child an Effort trophy which they keep. Parents of these children are invited to attend the special assembly to see their child presented with these awards.

Collective Achievement

The school constantly recognises, values and rewards achievements. Our school motto "Pride in our achievements" indicates the importance we place upon our achievements. Each week in Friday's Awards assembly we celebrate the efforts that children have put into their work and share their many diverse talents. There is a different focus for these awards each half term to ensure all talents are recognised. Children are presented with certificates and awards from home.

We have times when we have special school awards. These can include good behaviour, times tables awards, accelerated reader awards and dojo (house points) competitions. House point competitions happen for Key Stage 2 throughout the year on a different focus for each term.

We also celebrate children who represent the school in school productions, school activities, inter school competitions and those who attend after school clubs and activities. Copies of all these awards are put into ROAs, plus photographs are taken.

Role of the co-ordinator is to:

- Take the lead in policy development and organisation of ROA
- Prepare an annual action plan to feed into the School Development Plan.
- Support colleagues in the implementation of ROA
- Monitor the progress of the ROA's and advise the Head teacher on action needed.
- Take responsibility for liaising with the school business manager when purchasing and organisation of resources.
- To communicate effectivity with the Year 6 team each academic year, on how to present the ROA
- Review ROA with staff according to the school development plan.