



## Assessment Policy

### What is Assessment?

The word assessment is often used in two senses: a process carried out to provide data about something or someone, and as a product, as in referring to teachers' assessments. Assessment in the Academy involves making judgements about pupils' attainments. It involves deciding what information is relevant, how to collect it, how to come to a judgement and then how to report or communicate the judgement to those who want to know what pupils are achieving. All of these decisions depend on the reason for conducting the assessment. Reasons for conducting assessment within the Academy may include: helping pupils with learning, letting parents know how their child is progressing, allowing teachers to regulate their teaching and diagnose problems, to report on school progress and effectiveness to bodies such as Governors and Central Government.

The Assessment Reform Group simply define assessment as:

*The process of seeking and interpreting evidence for use by learners and their teachers to decide where the learners are in their learning, where they need to go and how best to get there.*

At Lowbrook we believe assessment is an essential ingredient of outstanding teaching and learning. Quality assessment is of fundamental importance to all teachers, parents and children. They provide vital information required for planning the whole curriculum and for measuring learning outcomes. It is an ongoing process undertaken on a formal and informal basis. It is an essential feature of the effective practice at the Academy.

### Aims

- To ensure effective teaching and learning for all pupils.
- To ensure a common understanding of aims, objectives (Learning Intentions) and priorities.
- To provide for multiple opportunities for children to show what they know, understand and can do.
- To inform children, teachers, parents, governors, community and Central Government of progress and achievements.
- To ensure effective feedback so that children can learn from failure and develop resilience.

### Covid-19

Due to the Covid-19 lockdown and restrictions 2019-20 Assessment exams do not go ahead. The approach on returning to school in September 2020 must ensure the school provides a nurturing and supportive environment. Baseline tests will not be given until the first month back at school to ensure children are settled and feel safe. Modifications to formal assessment may be made during the year to ensure children are not anxious or overwhelmed. Teacher assessment and formative approaches outlined in this policy are more important than ever. The school is using



Government Guidance (updated daily) and the British Psychological Society's guidance 'Back to School: Using psychological perspectives to support re-engagement and recovery (Appendix 2) to tailor our approach.

### **Purpose and Methods of Assessment**

The Cambridge review identifies two kinds of purpose for assessment:

- Helping learning and teaching,
- Reporting on what has been learned.

These are not different kinds of assessment, but different ways of using the data that assessment provides. The first is described as **formative** or assessment for learning. Information gathered for this purpose has only one use; by definition if it is not used to help learning then it cannot be described as formative. In contrast, assessment for the second purpose, described as **summative** since the results provide a summation of learning at a point in time, is used in several ways.

The results for individual children are used within the school for recording pupils' progress, reporting to parents and to pupils, and in some cases for grouping pupils. Summative assessment is also carried out for use outside the Academy, to meet the requirements of statutory national assessment and in some cases for selection.

At Lowbrook Academy we ensure that there are both:

1. Assessment for Learning (formative)
2. Assessment of Learning (summative)

### **Assessment for Learning (Formative)**

What this involves for teachers is best described as a cyclical process, in which they gather data about pupils' current understandings and skills by observation, careful questioning, gathering children's views and studying pupils work, then interpret this information in relation to the lesson goals to decide the next steps in learning. The cycle is repeated by gathering more data in the next activity, having the effect of regulating learning so that the pace of moving forward is adjusted to ensure the active participation of learners. The value of children's participation at all stages in this cycle is widely recognised. It requires that children as well as teachers have a clear idea of what they should be aiming for, thus enabling them to take part in assessing their work and gaining some independence in learning. Teachers will continuously assess their children during the course of every day's teaching. Central to this process ensures that teaching:

- Shares learning goals with pupils.
- Helps pupils to know and to recognise the standards to aim for.
- Presents the learning intention as a question– Can I calculate ... ?).
- Provides feedback which leads pupils to identify what they should do next to improve.
- Has a commitment that every pupil can improve.

- Involves both teacher, TAs and pupils reviewing and reflecting a pupil's performance and progress.
- Involves pupils in self-assessment.
- Provides opportunities for revisiting prior work with limited input. We recognise that repeated testing using varied time intervals improves long term memory. Goodbye to "Cramming," and an endorsement of the phrase, "Use it or lose it."

There are many opportunities that allow for these assessments. For example:-

- Marking of work against the learning objective.
- Discussion with individual and groups of children.
- Discussion with teaching assistants and other professionals working with children.
- Targeted questioning.
- the use of whiteboards during the introduction of a lesson
- the use of response partners during a lesson
- revisiting learning objectives throughout the lesson and in the plenary.
- The setting and evaluation of clear targets.
- Use of response partners.
- Re-testing, cold tasks, delayed feedback

These everyday assessments will inform the teacher of:

- Whether children have learnt and can re-call, use and apply what has been taught.
- Who needs more help or is ready for extension.
- Who is making better or less than expected progress.
- Whether all children, including vulnerable groups such as Pupil Premium and those with IEP's are meeting their learning targets.
- Whether teachers need to refine any aspects of their teaching and adjust planning.
- Whether children are working hard and putting effort into their learning and whether children are demonstrating resilience through their work.

### **Assessment of Learning (Summative)**

Summative assessment is a judgement made on what a child has learnt. This data is used to ascertain and recognise levels of pupils' achievement on a standardised basis, to compare and analyse progress and to assess the quality of learning within the Academy. Summative assessment at the Academy is carried out through testing and teacher assessments. It is used largely to inform parents how their child is progressing, allowing the school's leadership and teachers to diagnose anomalies or problems with teaching or pupil groups and to report on school progress and effectiveness to bodies such as governors and Central Government. Data is recorded and analysed within the school, by the DFE and by the Fisher Family Trust (FFT).

At Lowbrook Academy we ensure that throughout the year judgements about pupils' performance in relation to national standards are made.

These judgements are made through:

i) Formal testing

- On entry to Foundation Stage all children are assessed using NFER Reception Baseline Assessment or something equivalent (CEM-Centre for Evaluating and Monitoring). The EYFS profile (Development Matters 0-60) is completed throughout the year until the end of the Foundation Stage.
- Formal testing of Y2 is continuous throughout the year; the teacher's assessment will be used to inform the standard given at the end of the Key stage. A variety of assessments are used, these include the Standard Assessment Tasks for English grammar, punctuation and spelling, Reading and Maths. Monitoring of teacher assessment is essential and is carried out in school, with colleagues from surrounding schools and by the LA.
- At the end of KS2 the school administers the Standard Assessment Tasks for English grammar, punctuation and spelling, Reading and Maths in accordance with National Policy.
- All Domains have agreed assessment schemes and schedule as outlined within the assessment rota schedule. Re-testing of spelling, times tables, competencies and key facts are the norm and ensures that we are building the neural plasticity and long term memory of our learners.

ii) Teacher Assessment.

Teacher assessment is an essential part of the Curriculum. The results from teacher assessment are reported alongside test results. Both have equal status and provide complementary information about children's attainment. The tests provide a standard snapshot of attainment at the end of each year group, while teacher assessment, carried out as part of teaching and learning in the classroom, covers the full range of scope of the programmes of study, and takes account of evidence of achievement in a range of contexts, including that gained through discussion and observation. Moderation of teaching assessments is the norm and often external.

Teacher assessment is rooted in the level descriptions of the National Curriculum and agreed syllabus for RE.

The way this is achieved is through:

- On going standardised reading assessments.
- A termly unaided writing activity.
- End of topic assessment and review activities in maths.
- On-going standardised maths assessments.
- Regular mental maths testing of x tables and the Lowbrook Competencies.
- End of topic assessments in Science,
- Regular topic and domain knowledge and skill assessment (Please refer to assessment rota),
- Weekly spelling tests.

- The review of IEPs.
- Recording statements in the significant observation section of Assessment Folders.

To ensure quality and consistency in assessments, teachers will moderate work together and with colleagues from other schools. Cross-referencing assessment information from different sources rather than relying on just one source of information gives the most reliable indication of progress.

### **The importance of assessment and record keeping**

- Assessment is a continuous process that should highlight a child's strengths, weaknesses and progress within the curriculum and also inform future planning. It will also identify the achievement of vulnerable groups within the school e.g. EAL, SEN, FSM, LAC, Summer born, Pupil Premium, etc.
- Assessment will aid in the identification of the more able and gifted and talented child.
- When children have shown what they know, understand and can do they will have a purpose to their education.
- Assessment breeds confidence because success is highlighted and achievable growth points are identified.
- Children should be involved in the assessment of their own work. This assessment should be criteria referenced and not comparative.
- It should be free from issues that cloud judgements, e.g. stereotyping, broad generalisations and be related to high yet realistic expectations.
- Record keeping allows efficient retrieval and reporting of progression and achievements. It will therefore be an open, systematic and comprehensive record of the individual's capabilities. Confidentiality is of paramount importance.
- Assessment folders are to be kept up to date, easy to read and follow children's progress. This policy along with the assessment rota are to be kept in every class teacher's assessment folder for easy reference.
- The records kept by the individual teacher and the school will record and assist the reporting of each child's achievements.
- All summative assessment results for English and Maths are recorded on Target Tracker, an interactive data tracking system. This is updated and reviewed termly.
- All summative assessments for the Foundation Subjects are recorded on the school's internal system for monitoring attainment and progress. This is updated and reviewed termly.

## **Record Keeping**

Record keeping can be formal or informal. Sometimes brief jottings are appropriate; sometimes more detailed accounts are needed. Most children will achieve the learning objective as planned and a record will only be kept of children who are not meeting or exceeding the objectives in these circumstances. The teacher will make comments about these children in his/her assessment file.

Records kept by the school will:

- Clearly show children's progress over time.
- Identify children or groups not making the expected progress.
- Record significant achievements in Curriculum subjects, Religious Education and other learning.
- Include the outcomes of observation, questioning, marking and testing.
- Inform future planning.
- Inform and feed into the annual report to parents.
- Be used as diagnostic tools for continuous improvement planning.
- Be used as an indicator of success in achieving the aims and objectives of the Academy.

The quantity and quality of record keeping will be regularly reviewed to ensure that it meets the purposes for which it is intended.

For details on specific records please refer to the assessment rota and individual teacher assessment files (Teaching staff only). A record of formal assessments for Literacy and Maths will be kept within the school office along with external judgements on our results such as RAISEONLINE reporting.

## **Reporting to Parents**

### **Parent Teacher Consultations**

At Lowbrook Academy there are two formal parent-teacher consultations per year (Autumn Term 2 and Spring Term 4). This is important because it gives parents and teachers an opportunity to discuss a child's progression, achievements, targets and IEPs (if appropriate).

### **The Annual School Report**

The Annual School Report is sent out to parents towards the end of the Summer Term. This report includes:

- Comments on a pupil's progress in English, Math and Science
- National descriptors of stage in Reading, Writing, Mathematics and Science.
- Comments on pupil's personal and social development.
- Attendance figures.

- Arrangements for discussing the report with parents.

Year 2 and 6 parents are also sent a separate sheet that includes details of their child's SAT results and teacher assessments.

### **Transfer of Information**

It is vital that useful assessments are passed on to the next teacher to ensure that progress can be tracked over time and planning can be pitched at the appropriate level. . Transition meetings are timetabled for the end of an academic year to ensure the accurate passing on of relevant information from one teacher to another.

In addition, to ensure a smooth transition from EYFS to Year 1, KS2 to KS3, Year 6 teachers meet with Year 7 teachers from the surrounding secondary schools in the Summer Term to discuss individual children.

### **Special Educational Needs & Disabilities**

Children with SEND are identified and assessed as early as possible so that appropriate provision can be made to support the child's learning. (See SEND Policy) Those children who are not attaining new national curriculum expectations are assessed using P scales.

### **English as an Additional Language**

Teachers are aware of those children in their class who speak English as an additional language. They will differentiate the tasks so that the children have access to the curriculum. All children who are identified as having English as an additional language are assessed on the levels according to local Government schemes.

### **Gifted and Talented/More able.**

The teachers regularly identify children who are gifted and talented or more able. Please refer to the Gifted and Talented policy for identification through assessment.

### **Roles and Responsibilities for Assessment**

The assessment policy and practice is the responsibility of the Principal. Currently two members of the SLT (the Heads of Schools) share responsibility for managing the implementation of this policy.

This policy needs to be read in conjunction with the policies on:

- Teaching & Learning
- Curriculum
- Marking
- Monitoring



- SEN
- EAL
- More able/Gifted and talented

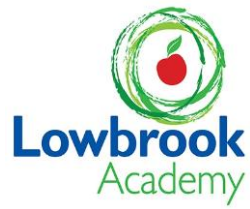
### **Confidentiality**

Parents/Carers will have full access to their own child's data and teacher assessments along with statutory reports such as league tables outlining the schools performance. Teachers will have access to all pupils' data and teacher assessments. Governors will have access to all data but will not have access to individual pupil data the school holds. Central Government will have all statutory assessments of pupils on role.

### **Considerations when applying this policy**

1. *Children in England, as is well known, are amongst the most tested in the world.* Cambridge Review 2011. We must ensure that we plan our assessment carefully in line with the above principles and don't over test or use tests in a negative way with the children within the Academy.
2. Summative assessment pleases some pupils but makes others anxious. This happens not only when they are given formal tests, but when their work is marked, which is why teachers' comments rather than grades are important in assessment for learning. Given that pupils in England are the most tested of any country, this Academy has reduced the need for marks where comments would be more useful.
3. Validity- High validity is important for summative assessment. Ideally it should provide information about the full range of learning goals. For instance, external tests which are administered to large numbers of pupils are in practice limited to what can be assessed using paper and pencil, thereby restricting validity while considerations of reliability mean that there is preference for test items that can be marked with minimum error. Both of these factors tend to reduce the range of what is included and hence the validity of the results. This causes tension between reliability and validity and the Academy must take a view on this when administering this policy.
4. The impact of Year 6 SAT's and league tables should be considered. The Cambridge review paints a negative picture regarding the impact on testing in Year 6. It highlights that teachers had adopted a transmission style of teaching based around test content and day to day testing became summative based. The submission from NAPE reported that "in a great many schools coaching for test performance has replaced education." The Cambridge Review also concludes that evidence in relation to aspects of motivation for learning has accumulated to suggest that testing lowers the self-esteem of the lower achieving pupils and gives all pupils a rather narrow view of learning. In this respect, test performance is more highly valued than what is being learned. The Academy is committed to quality learning and is committed to using assessment to this end. It does not teach to tests and does not advocate the transmission style of teaching.





Principal's last thought:

**“Test scores and measures of achievement tell you where a pupil is now but they certainly don't tell you where a pupil may end up. Please use assessment as a key step towards the 'Yet.'”**

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Signed:

Chair of Governors

Signed:

Principal



## Appendix 1

### Annual Assessment Rota

#### Foundation Stage Profile

On entry to Foundation Stage all children will be assessed using NFER Reception Baseline Assessment or equivalent (CEM-Centre for Evaluating and Monitoring). Although there is no statutory baseline assessment for 2018-19, using such systems provides a baseline scoring on entry consisting of Core Assessments (Mathematics tasks and Communication, language and Literacy tasks and Optional Assessments (Foundations of Learning checklist)

- The EYFS (Development Matters 0-60 ) will be completed daily using the 2-Simple software and recorded against the 17 areas of Development Matters at the end of each term.

#### *Areas of Learning:*

- Communication and language  
ELG 01 Listening and attention  
ELG 02 Understanding  
ELG 03 Speaking
- Physical development  
ELG 04 Moving and handling  
ELG 05 Health and self-care
- Personal, social and emotional development  
ELG 06 Self-confidence and self-awareness  
ELG 07 Managing feelings and behaviour  
ELG 08 Making relationships
- Literacy  
ELG 09 Reading  
ELG 10 Writing
- Mathematics  
ELG 11 Numbers  
ELG 12 Shapes, space and measures
- Understanding the world  
ELG 13 People and communities  
ELG 14 The world  
ELG 15 Technology Expressive arts and design  
ELG 16 Exploring and using media and materials  
ELG 17 Being imaginative

ELG 1-8 are the Prime Areas of Learning and ELG 9-17 are the Specific Areas of Learning. At the end of each academic year children are judged as emerging, expected or exceeding against the characteristics of learning.

### **Mathematics**

- *PUMA* assessments are to be completed by children in years 1 - 6 and handed to the Maths Domain Leader by the last Friday of every second term (Autumn 2, Spring 4, Summer 6). Children in Foundation will be tested in *PUMA* in Terms 6 as stage appropriate.
- P scale assessments will be carried out by all teachers who have children who have not achieved age related National Curriculum performance descriptors - 6 assessments annually.
- All classroom teachers are expected to test x tables weekly in relation to expectations in the 2016 National Curriculum. Each class teacher has the autonomy to test according to their own teaching methods. The Maths Domain Leader will monitor this across the school. Foundation stage and Y1 will assess the early steps number bonds and targets in the early learning goals.
- The children are encouraged to meet the standards set out in the 2016 National Curriculum. Once achieved, certificates must be awarded and there is a need and requirement to record in assessment folders and on display in the classroom the competency achieved.
- Testbase Arithmetic Tests (Year 1-6) are to be completed weekly. These are ongoing in relation to the national objectives. Once again, the format for testing is determined by each classroom teacher however suggested formats have been given to the teachers. The Maths Domain and Assessment Leader will monitor these across the school.

### **Literacy, Oracy and Language**

- All staff will level written work termly - 6 assessments annually using the age related National Curriculum performance descriptors linked to Target Tracker. Selected pieces of work will be assessed and moderated by the LOL Subject Leader. Internal and external moderation between schools will also be timetabled throughout the year. At the end of each unit of work a writing assessment will be completed using the Writing age related National Curriculum performance descriptors . All writing assessments are to be put into the writing assessment books.
- Reading - All children will be tested using the Salford reading test every alternate term beginning September (3 tests annually) until age appropriate. All children will be tested using PMI benchmark, cross cue analysis toolkit until they finish the scheme (Sapphire 2 RA 11.5 -12.00 years). Those children who are below their chronological age will continue to be tested and analysed using the PMI benchmark, cross cue analysis toolkit and also Salford.
- Children in Years 1-6 will be tested in Reading Comprehension skills in Terms 2, 4 and 6 using PIRA. Children in Foundation will be tested in PIRA in Terms 4 and 6 as stage appropriate.
- Children in Year 2-6 will be tested in Reading Comprehension skills using Rising Stars Progress Reading Tests -6 weekly
- Spelling - each child will be tested termly. 6 assessments annually using the Denis Young Parallel Spelling test. The children in Year 1 and 2 will be tested on words using the statutory spelling rules from Curriculum 2014. Spelling lists in Years 3-6 will include words from the statutory Appendix from Curriculum 2014. Weekly spelling is to be in accordance to the schools spelling scheme and results for spelling must be recorded weekly. Those

children who persistently under perform must be brought to the attention of the school SENCo for intervention.

- All children in years 1 – 6 have weekly spelling tests on words learnt in school and practised at home. In addition children are assessed on a list of high frequency words and statutory spelling list words each term and are rewarded with a Lowbrook Academy Spelling Star Certificate. These stars are progressive, more able children are challenged by investigative work e.g. finding more words to fit the spelling rule, pattern or string and are asked to place words in context by using complex sentences.
- Twinkl SPAG tests to be administered 6-weekly.
- Speaking and Listening- Speaking and listening of children will be teacher assessed using age-related National Curriculum performance descriptors. Speech exams will be administered in Key Stage 2.
- All children performing below age related National Curriculum performance descriptors will be assessed using P scales every term. P scales will be moderated by the school SENCo (Frances Garland).

#### **Science and Technology**

- Science will be assessed at the end of each unit of work. This will be done using the Rising Star Science Assessment. All Science results are to be sent to the Assessment Leader and Science Leader.
- The school's own assessment sheets are to be completed for each pupil in Terms 2, 4, and 6. These are based on Teacher Assessment of skills and knowledge associated with each science topic taught, incorporating outcomes from the Rising Star Science Assessments.

#### **ICT**

- The school uses an ongoing formative and summative assessment scheme that links with the ICT strands. This assessment is ongoing and could be used during cross curricular opportunities. The ICT Leader will collect samples of assessment and monitor this across the school.

#### **Physical and Emotional Health**

- Each class has significant observations sheets that are to be completed where necessary. Teachers are encouraged to develop questioning strategies and forums to aid in the assessment of social and emotional development. At the end of each SEAL unit of work the children will complete *I can...* Statements (and pictures if necessary). These will directly reflect the outcomes in the units of work. Based on significant observations, the school based behaviour log, lost golden time minutes, circle time discussions and the outcomes of the *I can...* statements, teachers will complete an Assessment grid filling in the names of children who have not achieved the SEAL outcomes for that unit. From this, teachers may identify children that need support.
- The school's own Assessment Sheets for P.E. are to be completed for each pupil in Terms 2, 4 and 6. These are based on Teacher Assessment of skills and knowledge associated

with each topic. They will be completed by the class teacher with input from the Specialist Teacher who has taught the class where appropriate.

### **Citizenship and Ethics**

- The school's own assessment sheets are to be completed for each pupil in Terms 2, 4, and 6. These are based on Teacher Assessment of skills and knowledge associated with each topic.

### **Place and Time**

- The school's own assessment sheets are to be completed for each pupil in Terms 2, 4, and 6. These are based on Teacher Assessment of skills and knowledge associated with each topic

### **Arts and Creativity**

- The school's own assessment sheets are to be completed for each pupil in Terms 2, 4, and 6. These are based on Teacher Assessment of skills and knowledge associated with each topic. They will be completed either by the class teacher or the Specialist Teacher who has taught the class.

### **Groups**

#### **SEND-Special Educational Needs & Disabilities**

- *Salford* - The Salford reading test is to be administered before writing all IEPs. IEPs are to be completed termly (6 times a year). The score is to be written on the IEP and kept in the class assessment folder.
- *PMI benchmarks* - Miscue analysis of reading will also be used where children are below their chronological age for reading.
- *Parallel Spelling Test* - The Denis Young spelling test is to be administered before writing all IEPs. IEPs are to be completed termly (6 times a year). The score is to be written on the IEP and kept in class assessment folder.
- *Maths* - Those children who are below age related National Curriculum expectations (with the exception of Early Years Foundation Stage children) are to be assessed on the P scale termly (6 times a year). The P score is to be recorded on the IEP (if appropriate). PUMA scores to be recorded. See Maths statement.
- All results are to be recorded on the Lowbrook Vulnerable Children tracker and handed to the SENCo and Assessment Leader (currently Veronica Quinby).

#### **EAL-English as an additional language**

- *Salford*-The Salford reading test is to be administered termly (6 times a year). The score is to be written on the IEP, if appropriate, and kept in your assessment folder.
- *PMI benchmarks*- Miscue analysis of reading will also be used where children are below their chronological age for reading.
- *Parallel Spelling*- The Dennis Young spelling test is to be administered. IEPs are to be completed termly (6 times a year) if appropriate. The score is to be written on the IEP if necessary and kept in your assessment folder.

- *Maths* - Those children who are below age related National Curriculum expectations (with the exception of Early Years Foundation Stage children) are to be assessed on the P scale termly (6 times a year). The P score is to be recorded on the IEP (if appropriate). PUMA scores to be recorded. See Maths statement.
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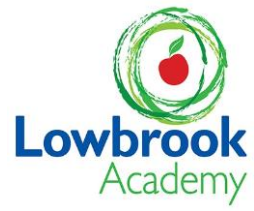
#### **FSM / Pupil Premium**

- *Salford*-The Salford reading test is to be administered termly (6 times a year). The score is to be written on the IEP if appropriate and kept in class assessment folder.
- *Parallel Spelling*- The Dennis Young spelling test is to be administered termly (6 times a year). The score is to be written on the IEP and kept in class assessment folder.
- *PMI benchmarks*- Miscue analysis of reading will also be used where children are below their chronological age for reading.
- *Maths* - Those children who are below age-related National Curriculum expectations (with the exception of Early Years Foundation Stage children) are to be assessed on the P scale termly (6 times a year). The P score is to be recorded on the IEP (if appropriate). PUMA scores to be recorded. See Maths statement.
- All results are to be recorded on the Lowbrook Vulnerable Children tracker and handed to the SENCo (Frances Garland) and Assessment Leader (Veronica Quinby).

#### **LAC-Looked after children**

- *Salford*-The Salford reading test is to be administered termly (6 times a year). The score is to be written on the IEP (if appropriate) and kept in class assessment folder.
- *PMI benchmarks*- Miscue analysis of reading will also be used where children are below their chronological age for reading.
- *Parallel Spelling*- The Dennis Young spelling test is to be administered. IEPs are to be completed termly (6 times a year). The score is to be written on the IEP if necessary and kept in your assessment folder.
- *Maths* - Those children who are below age related National Curriculum expectations (with the exception of Early Years Foundation Stage children) are to be assessed on the P scale termly (6 times a year). The P score is to be recorded on the IEP (if appropriate). PUMA scores to be recorded. See Maths statement.

All results are to be recorded on the Lowbrook Vulnerable Children tracker and handed to the SENCo (Frances Garland) and Assessment Leader (Veronica Quinby).



## **Appendix 2**

'Back to School: Using psychological perspectives to support re-engagement and recovery'  
(British Psychological Society's guidance)

(Attached)