

ASSERTIVE MENTORING GUIDELINES

Overview

Assertive Mentoring (AM) has been a valuable system in our school improvement. This document defines how a AM folder should be organised, the AM tools that will be used and the agreed frequency of AM events during the year.

AM FOLDER CHECKLIST

- Front page previous year's / term report.
- Previous year's portfolio writing
- Current portfolio writing – min of 8 pieces in a year, used to assess what a child can write independently and inform attainment towards stage objectives.
- Include prompt sheets for numeracy and writing for appropriate stage. Use additional sheets for specific learning and topics.
- Word mat for specific topics e.g. 'barbed wire' with a picture on a World War mat, differentiated.
- Weekly Quiz stored in folder until next quiz taken, after Big Maths session quiz can be taken home for practise.
- Individual pupil stage set of objectives for writing, numeracy & reading, 2 copies – one for coverage & one showing attainment taken from class document.
- Spelling sheets for appropriate stage, completed weekly.

USE OF AM FOLDER

- Out for every lesson.
- Use prompt sheets / supportive vocab mats in every lesson/ handwriting sheet/spelling prompt/ RML phonics grid for specific needs, where helpful.
- Pupils refer to objectives for stage to support progress.
- Pupils identify current objectives for weekly quiz and check that progress has been made following previous Big Maths session.
- Weekly Quiz – 20 mins max, circle objectives (set by teacher), place a star beside supported questions, always identify areas to work on for Big Maths session.

STRUCTURE OF AM FOLDER

Order:

1. Report
2. Writing Stage set of objectives
3. Writing Prompt sheets
4. Word Maps
5. Writing Portfolio Work
6. Previous Year's Writing Portfolio Work
7. Weekly Spelling sheets
8. Reading Stage set of objectives
9. Reading Assessments

From the Back:

1. Maths Stage set of objectives
2. Maths Prompt Sheets
3. Weekly Test
4. Termly Assessments

Handwriting sheet & phonics will be prepared by Claire for September, Lucy will complete a differentiated spelling help sheet.

AM USAGE CHECKLIST			
	Frequency		<input checked="" type="checkbox"/>
	KS1	KS2	
Reading			
Miscue analysis (insecure decoding and comprehension)	4x per year	2x per year	
Reading comprehension test (advanced decoding and comprehension)	--	Termly	
Key word screen	Termly	1x per year	
Key word individual record	Weekly		
Phonics screen	Termly		
Guided reading	Weekly	Weekly	
Writing			
Half termly writing assessments using writing feedback sheets	Half termly	Half termly	
Two pieces of work evidencing achievement in forms of writing	Half termly	Half termly	
Spelling screen (read and spell)	2x per year	2x per year	
Spelling homework sheets	Weekly	Weekly	
Sentences for dictation (from Y4)		Half termly	
Nelson Handwriting (till Y3)	Weekly	Weekly	
Grammar Hammer (from Y2)	Weekly	Weekly	
Upstage your writing, Evaluate and Edit			
Upstage your punctuation, upstage your vocabulary			
Maths			
Written test run as small group tasks	Half termly		
Written test		Half termly	
Number facts screen (KPI)	3x per year		
Weekly skills test (from Y3)		Weekly	
Big maths (from Y3)		Weekly	
Table screen		2x per year	
Times tables record sheet (from Y2)	Weekly	Weekly	
Times tables check (from Y2)	Weekly	Weekly	
Tables tests, tables homework, tables spreadsheet			