

Appendix 1: Assessment and tracking timetable

Term	Assessment period Reading, writing, mathematics	Tracking forms completed	Progress meeting dates
Autumn			Yr R
			Yr 1
			Yr 2
			Yr 3
			Yr 4
			Yr 5
			Yr 6
Spring			Yr R
			Yr 1
			Yr 2
			Yr 3
			Yr 4
			Yr 5
			Yr 6
Summer			Yr R
			Yr 1
			Yr 2
			Yr 3
			Yr 4
			Yr 5
			Yr 6

Appendix 2: Class tracking sheet

Article I. Class tracking for mathematics, reading or writing				
Section 2.01 Class: Year: 3 Teacher: 200_ to 200_				
4c				
3a				
3b				
3c	Asha Naomie David Mathew Fred	Liam Jodie Asha Naomie Mathew Fred		
2a	Max Lucy Layo Laurence Liam Jodie	William Katie Max Lucy Laurence		
2b	Katie Ben Christopher	Josie Ben Christopher		
2c	William Josie Angie Daniel	Jackie Anthony Angie Daniel		
1a	Article II. Jackie Anthony	Phillip Phillip Amy Billy		
1b	Article III. Amy Billy	Sorcha Shaun		
1c	Article IV. Timadayo	Shaun Timadayo		

Appendix 3: Progress meeting prompts

- What is the progress of the target group?
- How has the teacher/TA input focused on this group?
- What are the key factors that have impacted on this group?
- What intervention has been/is planned to support this group further?
- Can you identify examples of where children have made above expected progress?
- What are the key factors that have impacted on this group?
- How do you intend to build on this accelerated progress?
- Can you identify examples of where children have not made expected progress?
- How will teacher/TA input be focused on this group?
- What intervention will be planned to support this group?

Appendix 4: Progress meeting actions

School: _____ Class/Year: _____ Date: _____

Staff involved: _____

Article V.	Issues	Action	Responsibility