



Sherwood Junior School

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Executive Head Teacher

Mrs Helen Atkins

Chair of Governors

Mr J. Rees

Type of School

Sherwood is a community junior day school
for pupils aged 7-11 years



INVESTOR IN PEOPLE





School Staff

Executive Head teacher	Mrs Atkins
Head of School	Mr Priestley
Lower School Teachers - Year 3	Mrs Bonsell Mrs Horton
Lower School Teachers - Year 4	Mrs Murphy Mrs Aldread
Upper School Teachers - Year 5	Mrs Bradbury Miss Rowett
Upper School Teachers - Year 6	Miss Watson Mr Aldread
English and Maths groups - year 6	Mrs Siddall
Teaching Assistants - year 3	Mrs Johnson Mrs Jakson Mrs Woodward
Teaching Assistants - year 4	Mrs Beaumont Mrs White
Teaching Assistants - year 5	Miss Rick Miss Johnson
Teaching Assistants - year 6	Mr Johnson Miss Holmes Mrs Woodward
Midday Supervisors	Miss Kelly Mrs Lilley Mrs Cook Ms Fisher Mrs Sansom Mrs Hornby Mrs Johnson Mrs Metters
School Office	Mrs Irving Mrs Angell
Caretaking / Cleaning	Mr Edwards Mr Beswick Mrs Holland Mrs Hornsby



Sherwood Junior School Governing Body

2017/2018

Our governing body works through three main committees, to which all governors try and attend: Curriculum and Standards, Finance and General Purposes, Pupil and Personnel.

In addition, we have 'link' governors who monitor specific aspects of the work of the school and report back to the committees. At our termly full governing body meetings we work with a Local Authority appointed clerk (Mr Denis Baker) who can be contacted via Governor Services at Meadow House.

We have spaces for 9 governors at Sherwood Junior School:

Name	Type of governor	Start date of term of office	End date of term of office	Business Interests
Dr John Rees Chair of Governors	Local Authority	26/06/2013	25/06/2017	Related to Member of staff
Mrs Helen Atkins Head Teacher	Staff	01/01/2017	31/12/2020	None
Mrs Lindsay Murphy	Staff	20/10/2016	19/10/2020	None
Mrs Marie Irving	Co-opted	1/12/2014	30/11/2018	Related to director of reprographics company
Mrs Karen Bonsell Vice Chair	Co-opted	29/06/2016	28/06/2020	None
Mr Tim Priestley Head of School	Staff	01/09/2017	30/08/2020	None
Vacant	Parent			
Vacant	Parent			
Vacant				

If you would like any further information about our governing body, or think you might like to join, please contact Mrs Atkins or Mr Priestley in the first instance - we would love to hear from you!



Welcome

As your child joins Sherwood for the first time, we would like to welcome you to our school and look forward to four happy and successful years.

We hope our school is a place that children enjoy. We believe we have a happy, positive and relaxed atmosphere where children can develop confidence in both their work and in their relationships with others.

We believe that children come to school to work hard within the broad and balanced curriculum that we provide. We expect high standards from our children, in their work, in their games and in their behaviour.

We are very lucky to be working closely with another junior school. Our collaboration with Leas Park is provided a wealth of opportunities for both staff and children in all aspects of school life.

We hope that everyone will work together – parents, children, teachers and governors – and place great importance on the shared responsibility to ensure that each child is encouraged to reach his or her full potential during their time at Sherwood.

Mrs H. Atkins

Executive Headteacher



Vision Statement

At Sherwood Junior School we will create a happy and stimulating environment where children take responsibility for their learning and have respect for themselves and others.

Our Core Values

At Sherwood we have a set of values that are part of everything we do. Our core values are:

- **We are determined**
- **We are a team**
- **We are respectful**
- **We have self-belief**
- **We are thoughtful**
- **We care**
- **We aim high**
- **We have a voice**

We measure ourselves against these values and celebrate our successes.

Our School Aims

At Sherwood, we aim to:

- To foster a happy and caring environment where children feel safe and valued as individuals and develop a respect for each other regardless of race, gender or creed.
- To develop children morally, culturally, physically, spiritually and academically, so that they are able to play a full part in society.
- To develop self-belief and a love of learning.
- To maintain high standards of teaching, learning and behaviour, so that children fulfill their potential.
- To give each child access to a broad and balanced curriculum, which is in line with the National Curriculum and the Nottinghamshire Entitlement Curriculum.
- To work in close partnership with parents, governors and the community of Warsop.

To support our aims we provide:

- a highly trained professional teaching and support staff;
- a highly professional and fully resourced learning environment.

We also recognise:

- the role of parents as co-educators;
- the importance of community partnerships to the teaching and learning process;
- the need for commitment and support for the school from all external agencies.



Our School and its Environment

We have 9 well-resourced classrooms, two halls, rooms for small group use, and a recently refurbished library.

We have a large enclosed field and a smaller field adjacent to our building, as well as two large tarmac play areas. The school also has its own allotment area and a new outdoor classroom area.

There is a rich source of environmental opportunity in the immediate surroundings, including Sherwood Forest and Rufford Park, which offer substantial geographical and historical areas for the children's studies.

Arrangements for Visiting School

We are always happy to welcome parents, prospective parents and visitors into school. Staff try to be available for informal discussions with parents at the beginning and end of the school day. However, should you wish to see us on any lengthy or confidential matter, please make an appointment beforehand. If you have an appointment, or need to come into school during session times, please use the buzzer system at the main entrance to gain entry.

How We Teach

The school follows the National Curriculum as laid down by the Education Reform Act.

Teachers plan, prepare and organise learning programmes and activities that are relevant to the ages and abilities of the children in their care. A topic based creative approach is used to ensure that the appropriate programmes of study for the National Curriculum subjects are covered. As necessary, and particularly for the older children, there may be an increased emphasis on particular subjects from time to time. Wherever possible, cross curricular links are explored to promote equal opportunities, environmental, business and economic awareness, and British Values

During the morning the pupils study reading, writing and maths, and in the afternoon they study topics, which includes history, geography, art, music and DT.

All children have the opportunity to develop skills in investigative and collaborative learning. These skills are essential if they are to become independent learners, who are able to co-operate, share and take responsibility for their own actions.

Children's progress is monitored and assessed throughout their time in school to ensure they achieve their potential. Whilst assessment of all children's progress is continuous, national Key Stage 2 tests take place in May each year for pupils in Year 6.



Reporting Arrangements

We feel that it is extremely important that parents are kept fully informed as to the progress of their child's education, and so there is an invitation each term to discuss your child's progress. Each July you will receive a written report detailing your child's progress and attainment in each subject over the past year. In addition we do ask parents to come into school at any time to make arrangements to discuss concerns should there be cause for worry over any matter connected with their children.

Parents of children entering school in Year 3 will be invited to a new intake meeting during July, which gives an early opportunity to find out more about the school and discuss matters with members of staff.

Our School Day

Morning session: **9am – 12.30pm**
 Afternoon session: **1.30pm – 3.20pm**

At present our children are grouped into 8 single year group classes.

Weekly Teaching Time

The time spent on teaching during the normal school week is 23 hours and 30 minutes. This does not include the daily assemblies, registration and playtimes.

What Do We Teach

Sport

In addition to our Physical Education, we offer a wide range of extra-curricular activities, where our children can further develop their skills. Through our partnerships with local primary schools and Meden School, our pupils are able to compete with other children in a fun yet competitive environment. Clubs for netball, football, athletics, multi-skills, dance and other sports are on offer to all pupils during the year. As there are such a range of clubs and PE activities happening throughout each week, we feel that everyone can achieve something in PE. Each session is designed to be enjoyable, improve fitness and to teach new skills. Our overarching goal for Physical Education and Sport is to guide pupils to become fit and healthy, eager to participate and health aware.

Religious Education

Our school is not affiliated to any particular denomination: Religious Education is in accordance with the new Nottinghamshire agreed syllabus 2015, and the children attend a daily act of collective worship. Parents, if they wish, have the right to withdraw their children from religious worship or instruction. We aim to help each child to grow spiritually and develop an awareness of Christianity and the other major world religions.

Regular contact is maintained with our local church St Peter and St Paul. Children visit the church for several festivals. Representatives of the church also come into school for occasional assemblies and activities.



Health Education

Aspects of Health Education are taught throughout our school within the PSHE, PE and science curriculum. Emotional health and well-being is taught through our SEAL programme. We aim to promote a healthy lifestyle by discovering about healthy foods and encouraging personal hygiene. We also teach the importance of safety relating to drugs and medicines and the Year 6 children take part in the DARE scheme (Drug Abuse Resistant Education). We work closely with the School Nurse and other Health Care support specialists.

Homework

All children are expected to practise their reading at home. At the same time, spellings and number skills work are also set. Additional tasks based upon the topic the class is studying may also be set. Homework is set each week and recorded in homework diaries.

Homework supports your child's learning and we would encourage you to help your child with this on a regular basis, including checking your child's homework diary.

The Extended School

Teachers and TA's run a wide range of clubs and activities, some with parents help. These activities may take place at lunchtime or after school at various times during the year:

Athletics	Stage School/Choir	Phonics
School Council	Art and Crafts Club	Dance
Homework	Football	Baking
Netball	Multi-Skills	Garden

Swimming

The National Curriculum requires all children to swim 25 metres competently and have knowledge of water safety. Swimming is available to children who are in year 3.

We welcome parental support at our swimming lessons, as observers. If you would like to support us in this way you will need to have full D.B.S. clearance (forms are available from the office), and speak to your child's class teacher. A child will only be excused from swimming on medical grounds, provided there is a note from a parent.

Educational Visits

Our school also offers a wide range of educational visits throughout the year; these are closely linked to the teaching and learning programmes and are an extremely valuable means of extending the children's interest and knowledge of the world around them and developing a better understanding of themselves and others. We welcome support from parents - your child's class teacher will provide more details.

All children have the opportunity to take part in an outward bound residential break.



Special Educational Needs

We have a policy for meeting the needs of children with special educational needs, whether the child has a Statement of Special Educational Needs/EHC plan or not. This policy is reviewed annually in line with the Code of Practice.

A staged approach is used with all children who have special educational needs, and parents are involved as early as possible in this process. Regular review meetings are held to monitor each child's requirements and progress made; the help and advice of outside agencies is sought where relevant and available.

The school has access, lift and toilet facilities for children with disabilities and admission for children with special educational needs follows normal procedures. Care is taken to try to ensure that any necessary resources are available so they have access to a broad and balanced curriculum and are able to take part in the full range of activities provided by school. Our temporary special Needs Co-ordinator is Mrs H. Atkins.

School Uniform

We encourage our children to take a pride in their appearance and promote the image of the school. All children are therefore expected to wear the school uniform:

Bottle green jumper or sweatshirt/fleece Green cardigan

Black/Grey trousers/skirt White shirt/blouse Grey/Green tie (optional)

Black shoes (not trainers) with low heels White PE t-shirt

Black shorts

Sweatshirts, fleeces, cardigans, coats and ties are all available from school at reasonable prices. We ask that all items of clothing are clearly marked with pupils names.

For safety reasons, children should not wear jewellery in school, this includes any body piercings. Those who have pierced ears may wear studs, but these must be removed for swimming and all P.E. activities.

Eating At School Mid-morning

We run a Healthy Tuck Shop that is very popular. This sells toast, mini-pizzas, crumpets and fruit bags during morning break time. Alternatively, children may bring in a healthy snack, e.g. fruit for mid-morning break. Sweets and chocolate are not allowed.



School Dinners

Our lunchtime meals are freshly cooked on site in our kitchen. They are well balanced and of good quality and represent good value for money.

Each day two meal choices are provided. We operate a cashless system in school for dinners and Tuck. An online account can be created with Squid', this is unique to each child and can be topped up either by debit/credit card /DD or standing order from your bank. Further details are available on how to set up accounts from the school office. Sometimes children are entitled to free school meals. Please pop in to the office if you would like further information.

If parents prefer to send their child with a well-balanced packed meal instead, only drinks in plastic bottles should be used – cans and glass bottles are not allowed. No sweets or fizzy drinks are allowed.

A Senior Mid-day Supervisor leads a team of 7 supervisors to ensure the well-being and safety of the children during lunchtime. We also have two Play Leaders to supervise lunchtime games.

Children are also free to go home for dinner providing that they are collected at 12.30pm and returned to school by 1.30pm ready for the start of the afternoon session.

Suspected Child Abuse

Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. Head Teachers are required to refer their concerns to the Social care Department for further investigation so that children at risk can be identified quickly.

This procedure is intended to protect children from abuse. When a school refers a concern about a pupil to the Social Services Department, it is not accusing the parents of abuse but requesting that further investigation takes place to establish whether a child is at risk.

Sex Education

Sex education is taught as part of a planned programme which is appropriate and sensitive to the age and stage of development of our children. It is considerate of individual differences, religion and home background.

As part of their topic work about healthy bodies, the year 5 children watch a video, part of which addresses sex education. Parents are invited to watch the programme before it is shown to the children. Parents have the right to withdraw children from the sex education although this is discouraged, as we believe that it is essential that children have this important information. We encourage parents to discuss any concerns with us.



Care for Your Child

We wish our school to be a caring and safe place where the children can feel secure and at ease. Our school grounds are surrounded by secure fencing and access can only be gained via three intercom controlled gates. Access into school is carefully controlled; all doors are fitted with security locks and some doors have security alarms which are connected to the office. We prefer children to be supervised to and from school and stress that there is no need for children to be on school premises before 8.50am when a member of staff is on duty.

Medical Matters and Accidents

Playtimes and lunchtimes are always well supervised by staff and if your child has a bump or an accident, it is recorded in the Accident Book. If your child has a bump on the head or is distressed you will be notified.

If your child requires medicine during the school day we will do our very best to help, you will need to fill a form in which is available from our school office.

If your child has a condition, such as asthma, which requires treatment during school time then any inhaler must be clearly labelled and staff must be notified.

Children will not be allowed to leave the premises unaccompanied during school time – if your child has a medical appointment you must collect them from the office.

The school nursing team can be contacted at Warsop Health Centre on 845683.

School Discipline

We feel that successful school discipline is based on mutual respect and the development of a secure relationship between teachers and children. We believe that a good working and social environment in school helps to develop children's self-discipline. Good behaviour is rewarded and special progress is celebrated in weekly achievement assemblies.

We believe that behavior in our school is underpinned by our Core Values and everyone is expected to demonstrate these at all times:

- **We are determined**
- **We are a team**
- **We are respectful**
- **We have self-belief**
- **We are thoughtful**
- **We care**
- **We aim high**
- **We have a voice**



School Council

This is a representative group of children elected by their classmates. They meet together regularly, under the guidance of a member of staff, to discuss and determine ways of maintaining the children's welfare in school. They are able to contribute to issues such as Health and Safety, improving playground facilities, controlling litter and monitoring playground behaviour. They also have the responsibility of deciding which fund raising events the school is involved in.

Attendance

A child's attendance at school is the responsibility of parents as well as the school and the Local Authority.

Schools are required to record whether an absence is authorised or unauthorised, so if your child is ill and unable to attend school, please let us know, either by letter or telephone. In truly exceptional cases a leave of absence may be given to a child, a form must be obtained from the office for consideration.

Please help us improve our attendance by:-

- Informing us on the first morning when your child is away from school
- Keeping us informed when this is longer than 2 days
- Sending your child to school whenever possible
- Not keeping them away from school for reasons we cannot authorise, e.g. shopping, birthdays

To encourage improvements in attendance we will:-

- Monitor class by class attendance
- Monitor every pupil's attendance
- Give certificates and attendance stickers for good attendance
- Praise and publicly recognise the classes and age groups with the best attendance each term
- Hold Celebration events for 100% attenders
- Phone home on a regular basis when no reason for absence is given

Services from which the school benefits

Our school receives support from the Authority in the following areas:

Education Catering Service
Child Health Service Education Library Service
Advisory and Inspection Service
Educational Psychology Service
Mansfield Area Partnership



Educational Documents

Various documents are required to be made available to parents under Regulation 6 of the Education (School Curriculum and Related Information) Regulations 1989. These include whole school policies, all schemes of work currently used by teachers in school, all published Ofsted Reports and the LA's agreed syllabus for RE. These are available for inspection in school by appointment. Please also look on our school website www.sherwood.notts.sch.uk

Complaints Procedure

There is a procedure agreed by the Local Authority for dealing with any complaints about the school curriculum and other related issues.

The procedure provides:

- that there should normally be a preliminary informal discussion with the Headteacher or other appropriate school staff to see if the complaint can be resolved without recourse to the formal procedures;
- that if the complaint cannot be resolved informally the complainant should write to the Chair of the Governing Body, who can be contacted through the school;
- that if a formal complaint is to be lodged, the Headteacher will be able to provide complainants with copies of the relevant document explaining the arrangements for considering the complaint in more detail.

Further details of this procedure can be found on our school website

School Fund

In addition to money provided by the Local Authority, there is a school fund account which is managed by the Head Teacher.

The fund consists of donations and other income raised in a variety of ways for the purpose of benefiting the pupils of the school by the provision of facilities, equipment, activities and financial assistance which cannot be made available from monies provided by the Education Authority.

Disclaimer

The information given in this brochure was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally in this brochure or in any particular part of them before the start of the current school year or on subsequent years.

Any anticipated changes have been included as part of the text.



School Holidays 2018/2019

1 August 2018 – 31 July 2019

August 2018						September 2018					October 2018							
M			5	12	19	26		3	10	17	24		1	8	15	22	29	
T			6	13	20	27		4	11	18	25		2	9	16	23	30	
W			7	14	21	28		5	12	19	26		3	10	17	24	31	
T		1	8	15	22	29		6	13	20	27		4	11	18	25		
F		2	9	16	23	30		7	14	21	28		5	12	19	26		
S		3	10	17	24	31	1	8	15	22	29		6	13	20	27		
S		4	11	18	25		2	9	16	23	30		7	14	21	28		

November 2018						December 2018					January 2019							
M			5	12	19	26		3	10	17	24	31			7	14	21	28
T			6	13	20	27		4	11	18	25			1	8	15	22	29
W			7	14	21	28		5	12	19	26			2	9	16	23	30
T		1	8	15	22	29		6	13	20	27			3	10	17	24	31
F		2	9	16	23	30		7	14	21	28			4	11	18	25	
S		3	10	17	24		1	8	15	22	29			5	12	19	26	
S		4	11	18	25		2	9	16	23	30			6	13	20	27	

February 2019						March 2019					April 2019							
M			4	11	18	25		4	11	18	25			1	8	15	22	29
T			5	12	19	26		5	12	19	26			2	9	16	23	30
W			6	13	20	27		6	13	20	27			3	10	17	24	
T			7	14	21	28		7	14	21	28			4	11	18	25	
F		1	8	15	22		1	8	15	22	29			5	12	19	26	
S		2	9	16	23		2	9	16	23	30			6	13	20	27	
S		3	10	17	24		3	10	17	24	31			7	14	21	28	

May 2019						June 2019					July 2019							
M			6	13	20	27		3	10	17	24			1	8	15	22	29
T			7	14	21	28		4	11	18	25			2	9	16	23	30
W		1	8	15	22	29		5	12	19	26			3	10	17	24	31
T		2	9	16	23	30		6	13	20	27			4	11	18	25	
F		3	10	17	24	31		7	14	21	28			5	12	19	26	
S		4	11	18	25		1	8	15	22	29			6	13	20	27	
S		5	12	19	26		2	9	16	23	30			7	14	21	28	



School holidays



Public holidays



Administration day

This pattern gives 195 working days for staff, including the administration day on Tuesday 4 September 2018. A total of 4 in-service training days for staff will be taken by each school from the 194 term days given above, leaving 190 term days for pupils.

Charging and Remissions Policy for School Activities (Primary Schools)

General Principles

The School Governing Body like the Education Committee is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors have been mindful of the policy statement produced by the Nottinghamshire Education Committee and have also taken account of the Committee's Entitlement Curriculum.

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

Charges

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Residential Activities held during school hours: charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT in the circumstances described below.

Activities held outside school hours: the school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below.)

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

- (i) the pupil's travel costs;
- (ii) the pupil's board and lodging costs;
- (iii) materials, books, instruments and other equipment;

- (iv) non-teaching staff costs;
- (v) entrance fees to museums, castles, theatres, etc;
- (vi) insurance costs;
- (vii) the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body, EXCEPT in the circumstances described below.

Materials and Ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product, e.g. in home economics or CDT. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

Remissions

Where the parents of a pupil are in receipt of Income Support, Family Credit, an income-based Jobseeker's Allowance a Disability Working Allowance, the Governing Body will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

- (i) takes place within school hours,
or
- (ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

Review

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.

National curriculum test results of pupils in the school and nationally at the end of Key Stage 2

This table shows the percentage of eligible children at the end of key stage 2 (typically aged 11) achieving each outcome in the school in 2017.

National figures are for 2016
Results are based on teacher assessments
Figures may not total 100 due to rounding

Key Stage 2

		Percentage of pupils by outcome						
TESTS		Number of pupils at the end of key stage 2	Absent for the test (A)	Working below the standard of the test (B)	Took the test but didn't reach the expected standard (<=100 or N)	Reaching the expected standard (>=100) ¹	Achieving a high score (>=110) ²	Average (mean) scaled score ³
Grammar, punctuation and spelling	School	56	0	0	25	75	21	104
	National		0	3	24	73	23	104
Reading	School	56	0	0	39	61	9	101
	National		0	3	30	66	19	103
Mathematics	School	56	0	0	18	82	21	105
	National		0	3	27	70	17	103

1. The expected standard is a scaled score of 100 or above
2. A high score is a scaled score of 110 or above
3. The average scaled score is calculated as the mean scaled score of all eligible pupils who were given a scaled score. Pupils not taking the test and those who took the test but were not given a scaled score are excluded



Notes



Notes
