

London Borough of Waltham Forest Statutory Assessment & Moderation Services 2023 - 2024



In the academic year 2023 - 2024 The London Borough of Waltham Forest has again commissioned Laura Bailey to support the delivery of Local Authority's (LA's) statutory role and responsibilities associated with statutory assessment in Key Stage 1 and 2, as per last academic year. Laura Bailey will retain the post of LA KS2 moderation manager, building further upon the successful moderation delivery from last academic year. As you are aware, Key Stage 1 moderation is no longer statutory.

LA Strategic lead: Gerry Kemble

KS2 Moderation Manager: Laura Bailey

MODERATION

External Key Stage 2 moderation remains statutory in 2023 - 2024. It gives confidence that schools' Teacher Assessment judgements are accurate and consistent with national standards, as specified in each Teacher Assessment Frameworks (TAF) and exemplification materials. It also ensures the system is fair to all pupils.

External moderation is conducted by Local Authorities (LA) on behalf of the Secretary of State for Education. LAs are required to externally moderate at least 25% of schools every year at the end of Key Stage 2. Schools selected for Key Stage 2 moderation have a sample of their English writing outcomes moderated. This is to validate judgements and ensure they are consistent with national standards.

External moderation is a collaborative process between the LA's moderators and the school. It offers the opportunity to discuss judgements on pupils' performance against the requirements of the TA frameworks.

Statutory moderation processes and protocols reflect the statutory guidance outlined within the Assessment and Reporting Arrangements and Teacher Assessment Guidance documents for each key stage. Schools must familiarise themselves with all key documents published by the Standards and Testing Agency.

Moderation local agreement meeting

All schools have the opportunity to attend the local agreement consultation meeting in January 2024. This is an opportunity for stakeholders to explore together the LA's moderation delivery model for June 2024 and aspects that should be considered as part of a local agreement.

The discussion will include, although not necessarily be limited to, the following:

- Moderation notice periods
- Number of moderators per session
- Moderation delivery model
- Pupil samples
- Teacher release time for moderation

Stakeholders include anyone associated with the statutory moderation process and therefore include, although not limited to: Headteachers, Year 6 teachers, assessment leads, those who have previously been moderators.

Local agreement meeting Jan 23rd 3.45pm (online) - [sign up here](#)

MONITORING

LAs have a statutory duty to make monitoring visits to at least 10% of maintained schools that are administering the phonics screening check. LAs are also expected to monitor at least 10% of academies and free schools that have selected the LA for monitoring. Independent Schools can't formally administer the phonics screening check and therefore would not receive a phonics monitoring visit.

LAs also have a statutory duty to make monitoring visits to at least 10% of maintained schools that are administering the KS2 SATs. LAs are also expected to monitor at least 10% of academies, free schools and Independent Schools that have selected the LA for monitoring.

There are no LA monitoring visits for the multiplication tables check.

Both Phonics and SATs monitoring visits are unannounced and can take place before, during and after the check / test delivery windows. Depending on the size of the school these visits might involve more than one LA representative. These visits will be carried out by School Improvement Partners.

LA representatives will look for evidence that the school is following the published guidance on:

- keeping check / test materials secure
- administering the check / tests
- scoring the phonics check

If schools receive a monitoring visit, they must allow visitors to:

- see all materials and any relevant delivery notes
- observe any checks / tests being administered
- see copies of correspondence and other documents sent to, and received from, the LA or STA about the administration of the check / tests

KEY DATES KEY STAGE 1 - Phonics Screening Check & Optional SATs

20th Oct	Academies, free schools to ensure they have their written agreement in place with London Borough of Waltham Forest for moderation & monitoring
May	Optional SATs can be administered to pupils if a school chooses to do so
10th June	Phonics screening check administration week (statutory)
June - TBC	Submit Phonics check outcomes to LA (N/A for Independent Schools)

KEY DATES KEY STAGE 2 - SATs & Moderation

20th Oct	Academies, free schools and Independent schools to ensure they have their written agreement in place with London Borough of Waltham Forest.
3.45pm - 4.15pm 2nd Nov	Briefing for teachers and leaders interested in applying to be a KS2 statutory moderator (online) - sign up here <i>New and experienced moderators are welcome at the briefing, although it is probably most useful for those who have not been a moderator before.</i>
1st Dec	KS2 moderator applications close <i>Details on how to apply to join the KS2 moderator pool will be shared with all schools in due course. Applications will be welcomed from both new and experienced moderators.</i>
3.45 - 4.30pm 23rd Jan	Local agreement meeting (online) - register interest here and a meeting link will be sent to you in January.
3.45 - 4.45pm 22nd May	*Save the date* Optional briefing for schools selected for KS2 moderation <i>This meeting will take place online via TEAMS, it will also be recorded for those who are unable to attend.</i>
3rd - 28th June	Key Stage 2 Moderation window
28th June	Deadline to submit KS2 TA data on the PAG

Training and cross school moderation

Laura Bailey, moderation manager, is offering schools a range of training opportunities to ensure teachers and leaders are confident in administering all of their statutory assessment duties. [Training can be booked here.](#)

In addition to training sessions schools can access cross school writing moderation sessions, facilitated by Laura, to help strengthen teacher assessment judgements should they wish.

Training includes:

- Training for new Year 6 teachers
- Training for experienced Year 6 teachers
- Training for those making end of KS1 judgements and considering administering the optional KS1 SATs
- Assessment leader networks
- Phonics check briefing
- Multiplication check briefing

Some of the above training is free for Waltham Forest schools and other courses 50% off.

If you have further training requests please contact Laura directly: laura.bailey@walthamforest.gov.uk

CHARGING STRUCTURE

The London Borough of Waltham Forest, in partnership with Laura Bailey at Pobble, is able to provide Academies, Free Schools and participating Independent Schools with support in all aspects of the statutory assessment processes at Key Stage 1 and Key Stage 2.

Schools do not have to be located within The London Borough of Waltham Forest to select us as your statutory assessment provider.

Maintained schools within Waltham Forest

There is no charge for LA maintained schools.

Academies and Free Schools

Academies and free schools should continue to fund external moderation through their general annual grant funding allocation, as in previous years.

Academies and Free Schools are required to comply with national assessment arrangements as part of their funding agreement. This includes monitoring of tests and moderation of teacher assessments. Academies and Free Schools have a statutory obligation to notify the Standards and Testing Agency that they have a written agreement in place with their chosen provider.

For academies and free schools the statutory assessment provider is responsible for:

- Monitoring phonics screening checks
- Monitoring KS2 SATs
- KS2 Writing Moderation

If a school becomes an Academy on or after the 2nd September 2023, they will be part of their geographical LA's arrangements for this academic year.

Independent Schools

Participating Independent Schools must also follow STA guidance and will be subject to the same STA quality assurance and maladministration processes as maintained schools and academies.

Participating Independent Schools that wish to publish and compare their national curriculum assessment results with local/national data must have a written agreement in place with the LA that will complete external moderation of their teacher assessment and report this information to the STA. Independent schools who are participating in the KS2 SATs must have an agreement in place with their chosen LA provider, who will be responsible for monitoring the administration of these tests.

For Independent schools the statutory assessment provider is responsible for:

- Monitoring KS2 SATs
- KS2 Writing Moderation

Please note that Independent Schools can't formally administer the phonics screening check and therefore would not receive an unannounced phonics monitoring visit.

Statutory Assessment Service Costs

In order to select The London Borough of Waltham Forest, as your statutory assessment provider you must purchase the Statutory Assessment Service Contract for the academic year.

The Service Package includes:

- Access to **advice on all aspects of KS1 & KS2 statutory assessment activities**, including the option of booking 1:1 support calls
- **Unlimited free delegate access to termly assessment leader network meetings** (usually £100 per delegate)
- **Free training on administering Year 4 multiplication check**
- **Free training on administering Phonics screening check**
- **Free training for Governors on SATs procedures & protocols**
- **Free training on how to develop effective internal moderation processes** within your school / group of schools
- Discounted access to online **cross school moderation sessions**
- **50% off New to Year 6 and Experienced Year 6 teacher training courses**
- **Premium access to Pobble's online writing moderation tool** and free training on how to use it effectively to improve accuracy and consistency in writing assessment judgements

Contract costs

Academies and free schools located within The London Borough of Waltham Forest £85 (ex VAT)

Academies and free schools located outside The London Borough of Waltham Forest £250 (ex VAT)

Independent schools £250 (ex VAT)

Monitoring visits

Schools who are selected to receive a Phonics Screening Check or KS2 SATs monitoring visit will be charged the price below. Please note, these visits will be unannounced and an invoice will be sent shortly after the visit.

Schools within Waltham Forest

SATs monitoring visit cost: £150 (ex VAT)

Phonics screening check visit cost: £150 (ex VAT)

Schools outside Waltham Forest

SATs monitoring visit cost: £225 (ex VAT)*

Phonics screening check visit cost: £225 (ex VAT)*

**Additional travel charges may be charged*

Key Stage 2 Statutory Moderation

In the event of selection for a statutory Key Stage 2 moderation session in June 2024 there is an additional charge depending on the size of the Year 6 cohort. An invoice will be sent in July 2024, once all moderations are completed.

Schools located within¹ The London Borough of Waltham Forest will have the choice of face-to-face or an online statutory moderation discussion.

Schools located outside The London Borough of Waltham Forest will have an online statutory moderation discussion. This will take place via Zoom, using Pobble's GDPR and STA compliant specialist moderation tool to share writing collections. Schools who have an online moderation will be able to make their own date and time selection from a live booking calendar, with dates across the statutory moderation window.

If schools are selected for statutory KS2 moderation:

- A half day moderation discussion will take place within the moderation window set by the Standards and Testing Agency.
- A minimum 15% sample will be considered of the schools' end of key stage judgements for writing. The sample selection will be made by the moderation team.
- Invite to attend a briefing led by the moderation manager to understand the process fully and ask additional questions.
- There will be no additional charge for re-moderation submission or appeals (if required).

Total number of children in Year 6	Cost (ex VAT)
Up to 36	£325
36 to 66	£400
67 to 124	£475
125+	£575

¹ The moderation manager will also consider requests for face-to-face moderation discussions from schools located close to Waltham Forest, however there may be additional travel charges. Please contact us in advance if you wish to discuss this.

[Additional information](#)

Payments and invoices

Schools located within the London Borough of Waltham Forest will be invoiced directly by the Borough for delivery of all services.

Schools located outside of the Borough will be invoiced by Pobble.

NB there are no charges for the above statutory assessment services for The London Borough of Waltham Forest maintained schools.

Online moderation tool access

This year Laura Bailey is working with Pobble Education and this means that schools will benefit from access to [Pobble's online moderation tool](#). This collaborative tool helps to improve accuracy and consistency in writing assessment judgements. Teachers can create, share and discuss moderation files with others quickly and easily, regardless of their location. Teachers can access ready-made writing samples for all year groups, as well as being able to create their own exemplars for their school / MAT. The online tool will be used to share writing files with delegates during training but is otherwise optional for schools to use.

Contact details

LA Strategic lead: Gerry Kemble - gerry.kemble@walthamforest.gov.uk

KS2 Moderation Manager: Laura Bailey - laura.bailey@walthamforest.gov.uk

Standards and Testing Agency: assessments@education.gov.uk