

## ASSESSMENT AND MONITORING

It is necessary to use formative and summative tests to find out how well children are progressing. An example would be a weekly spelling test or a reading comprehension test, or a half termly math test or an annual reading test. But it is how we use this information that is really important.

Children's progress is regularly monitored, tested and assessed by the class teacher, and the data from the summative tests is used to help teachers track pupils' progress against the end of term / year targets. This data is entered into the Student Profiles at the end of each term. This in turn informs the teacher's planning, so that appropriate learning programs can be implemented; these are matched to the children's level of ability. (For further information and help on assessments in TAMOS Education see the TAMOS Education exam and testing booklet). All teachers are required to fill in the appropriate tracking forms for each student they teach on a daily basis.

We set relevant targets (levels of skills, knowledge and understanding that children need to attain to make progress). At the end of the year a final NC level is given to each pupil based on teacher assessment. Various assessments including SATs papers are used to verify teacher assessment / judgment.

## BEHAVIOR, DISCIPLINE AND PASTORAL CARE

It is the responsibility of all staff to ensure that the TAMOS Education and rules and polices are enforced not only in their classes, but also in and around TAMOS Education campuses. We have high expectations of the children with regard to behaviour, and strive to ensure that all children work to the best of their ability. Our aim is to keep behavioural issues to a minimum.

Our children's chances of success and happiness in life, here and when they leave TAMOS education, depend considerably upon their ability to make responsible choices. To assist in fostering maturity in our pupils, we have developed a whole-world approach to discipline. All children and staff are expected to act with thought and consideration for others. A good standard of manners and personal appearance are encouraged as a reflection of pride in oneself and respect for others.

Student behaviour is detailed in the behaviour expectations policy and punishment guidelines are available in the punishment policy.

Mores serious issues of behaviour can be reported to the home room teacher, the principals and the councillors.

**Teachers must, under no circumstances establish contacts with students through socializing Internet sites like Facebook, hi5, Myspace, Instagram, etc.**

## COMMUNICATION WITH PARENTS

Four groups of people are involved with a child's Education: the child, the teachers, the school and the parents. Communication between TAMOS Education, and the parents must be free and open, remembering all the time that we are the professional educators but the parents, knowing their children as they do, are vital to successful learning.

Parents may want an appointment with the homeroom teacher to discuss certain issues. If a parent wishes to see the teacher with an immediate concern, they may visit school informally before or after TAMOS Educations scheduled lessons. Teachers who would like to request a meeting with the parents should speak to the principals, general director or homeroom teacher who will arrange it with the parents.

In order to avoid strongly negative connotations to parent-teacher interactions, teachers should also contact parents to discuss and inform regarding positive behaviours when appropriate. For more formal discussions, parents should make an appointment to see you. This should be arranged through the TAMOS EDUCATION principals or general director.

After meeting with parents, make notes of topics discussed and solutions agreed for possible future reference. If you have a cause for concern about a child, discuss the matter with the principals, general director, homeroom teacher and councillors. Together a decision will be made as to whether parents should be called in.

Early in the first Term, 'Welcome Evenings' are held for all parents. All teaching staff are expected to attend the meetings of the year groups which they teach. Specialist teachers should also attend and be available to talk with parents. This is also an opportunity to meet some of the parents informally.

### **Parents Meeting**

Parents meetings are important times in the TAMOS EDUCATION calendar. This is the appropriate time to raise general points with the parents about their children. Teachers must be well prepared. A short commentary report will be given by all the teachers about every student to the principals a week before the parents meeting.

### **Correspondence**

All correspondence should be passed by the principals or general director and sent out on official letterhead available from the principals. Correspondence should primarily be in English, Kazakh and Russian. Staff requiring a translation should arrange such with the principals

***All correspondence must be read and approved by the General Director.***

### **OTHER ISSUES**

#### ***Mobile phones & headphones***

Children are not allowed to have mobile phones and/or headphones in the TAMOS education classes at any time. A child found in possession of a phone will have the phone confiscated. The phone will only be returned to a parent. Repeat incidents will result in the phone being held to the end of the term. Parents wishing to contact children during the TAMOS Education schedule should contact the homeroom teacher, principals or administration secretary.

#### ***Chewing Gum***

Chewing gum is not permitted on the TAMOS education premises or during any sports activities or trips away from the TAMOS education.

#### ***Toys***

Unless asked to do so by their teacher, children should not bring toys or other 'precious' items to TAMOS education as they can easily be lost or damaged. This includes tablets, laptops, and video games. TAMOS education bears no responsibility for such lost, damaged or stolen property,

### **CONFIDENTIALITY**

Parents' phone numbers and children's birth dates should NEVER be given to other parents from a TAMOS Education list. This is a legal responsibility as per the Kazakh data protection act and TAMOS Education Data Protection Policy.



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General Director

Lydia Shapovalova

School governor and Cambridge Director

Paul Collier-Woods

