

## Milepost Protocols for Primary.

The majority of students joined the Primary department in KG and successfully proceed through to Year Six; however procedures need to be in place should students not meet the required academic standard or have serious behavioural issues.

Formal reviews take place in 'milepost' years, as is stated in the school's admissions policy:

*Progression from KG to Year 1, from Year 2 to Year 3, from Year 6 to Year 7, into the IGCSE and IB Diploma programmes is not automatic but is based upon proven academic progress and success in standardised and objective testing, external examination results and school reports. If a child is experiencing major difficulties, the school reserves the right to withdraw his or her place.*

The protocols for the milepost reviews are as follows:

1. After PIE and PIM tests are taken in the summer term the Head of Primary will review all the standardised data held on the students in Years 1 and 5, to identify any whose performance indicates they may have serious issues in the subsequent year. Students are divided into three bands:
  - the 'green band', those whose standardised scores are above 110 and who are performing strongly
  - the yellow band, the students who are in the 'safe zone'
  - the red band, those whose scores are less than 80 and are a cause for concern.
2. The results for these 'red band' students will be compared with their previous scores and their results in the Arabic Efficiency Test. If they reveal an ongoing, or broad pattern of weakness, the names of these students will be shared with the relevant homeroom teachers prior to the start of Term One and a process of close monitoring set up.
3. At the start of September a formal letter to all the parents in KG, and Years 2 and 6 will be sent out informing them of the significance of the milestone years and the review process.
4. Those students who were previously identified will be reviewed regularly as the first term progresses, and all concerns shared with parents in meetings held with them, and learning targets set in place. Records of all meetings will be placed in the student's file and copies issued to parents.
5. CAT4 tests are taken by Year Two and Six in November. The results of these will then be included for the selected students. Standardised scores of less than 80 will register as a serious cause for concern.
6. The gradings in the end of Term One reports will also be reviewed. Scores of less than four in any of the core subjects (Arabic, Islamic studies, social studies, English, maths and science) will also register as a serious cause for concern.
7. All data (classwork information, test results, standardised scores, parent meeting information, CAT4 scores, report gradings and comments) will be formally reviewed at the beginning of December in meetings with homeroom teachers and the Head of Primary.

8. This will then be summarised for the Principal and a letter issued by him to the parents of each student advising our recommendation for the following year. This will include either:
- A recommendation that the year could have to be repeated.
  - Early warning that the place could be withdrawn.

The letter will also state that a final decision will be taken at the end of February.

9. Any student identified will continue to be closely monitored in Term Two and forwarded to the Principal in early February.
10. Following a formal review meeting between all staff involved and the Principal, a final decision for the following year will be made. A letter confirming this will then be issued to the parents. This will state that either:
- The year has to be repeated.
  - The student may proceed to the next year group but will be under probation which will be reviewed at the end of the first term.
  - The place for the following year has been withdrawn.