



## GOVERNOR VISIT REPORT

<b>Name:</b> Emma Pennells	<b>Date/s:</b> Tuesday 16 <sup>th</sup> & Thursday 18 <sup>th</sup> May 2023
<b>Focus of visit</b> <ul style="list-style-type: none"> <li>To observe the administration &amp; invigilation of the Year 2 SATs</li> </ul>	<b>Classes/staff visited:</b> Year 2, Miss Lightfoot, Miss Kenworthy, Mrs Ambler Mrs Brownridge, Mrs Mehdizadeh Mrs Carter
<p><b>Summary of activities e.g. talking to staff and pupils, looking at resources, had lunch etc.</b></p> <p><u>Tuesday 16th May 2023</u></p> <p>The Year 2 class began their school day as normal with assembly and RWI. After this the classroom was organised for the test. <b>Children were spaced around their desks, so they had an individual working space. All the boards in the classroom were covered over, desks were cleared of everything unnecessary for the test and equipment required for the test was on the table.</b> It was a reading paper this morning, so the children only needed a pencil.</p> <p>At 10.00 I accompanied AL to the Headteacher's Office. <b>The test papers were stored in a locked cupboard.</b> AL confirmed that only herself, DM and Miss Nurse had access to the keys for this cupboard. The cupboard had a sheet for signing when access had been gained to the cupboard and the reason for the access. AL removed the sealed box of test papers from the cupboard. <b>The rest of the tests remained in the sealed plastic sleeve.</b> The test papers and clear storage bags were then carried by AL to the Year 2 classroom where the class were waiting in silence. The support staff acting as test invigilators were assembled in the classroom along with all the children. <b>It must be noted that all the support staff have been trained by AL to carry out the correct access arrangements for whom this is necessary.</b> Children were reminded of the test rules then the test papers were given out. The children were told to write their name on the paper. JK then explained that children were only to complete the first part of the test then they would be having a break. All the class were in the classroom for the test.</p> <p>After all the children had completed the first part the test papers were closed, and the children had a brain break. They then returned to their desks to complete the second part. During the test, JK identified the children who may need extra time to complete the test. The test was stopped after the time suggested in the instructions. All the test papers were collected and returned to AL. They were then securely stored in the cupboard.</p> <p>The children then had a further break outside. Upon return to the classroom, the children began the Maths Paper 2. As the test can be read to the children, 6 children completed this test in the learning curve with 3 support staff (DC, NA, KB). <b>I observed both the test environments, and all staff were following the test guidance carefully.</b> Once the test was completed, the test papers were stored again, as described. The children then had a further break. JK then took the small group of children who needed extra time for their reading paper. The papers were collected from the locked cupboard. They were then given adequate time to</p>	



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complete the test in test conditions in the learning bay. **Once all tests were complete, they were locked away in the cupboard again where they will remain until marking commences.**

Thursday 18<sup>th</sup> May 2023

The day began as normal again for Year 2 with assembly and RWI. The children were then organised again for the Spelling test. **All the test protocol was followed again, as previously described. JK carefully read each question to the children, following the guidance carefully.** All children remained focused on the test throughout.

### What have I learned as a result of my visit?

Austhorpe staff have a very good understanding of the test procedures. They always work with the utmost professionalism. The staff all ensured that the children remained calm and relaxed during the whole SATs week. The children didn't seem phased by the test environment and some even found it fun! The staff were very aware of the children's wellbeing and the breaks were frequent. Children who needed extra time were well supported.

### Positive comments about the visit

As always, it is a pleasure to visit school. The environment was so calm and organised. Even though the week could have seemed 'stressful', this was not the atmosphere I observed. All children were well supported throughout.

### Aspects I would like clarified/questions that I have:

N/A All questions were answered during the visit.

### Ideas for future visits:

N/A

### Any other comments:

It has been a pleasure to be in school again this week. The children were so well behaved throughout the tests and tried their very best. Everyone, both staff and pupils, worked so hard to ensure the week was a success.

**Signed: E Pennells**  
**(Governor)**