



Early Years Foundation Stage Profile 2019 / 2020

Assessment, Moderation & Quality Assurance Arrangements Booklet for all Sheffield Schools



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EYFS Profile Timeline – Training, Moderation & Quality Assurance

The following information is to help schools and EYFS practitioners prepare for the submission of accurate EYFS Profile data to the local authority.

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| Important dates and requirements for: <u>ALL SCHOOLS</u> | <u>Opportunities</u> for: all schools, whether or not they are being moderated in 2020 | Important dates and requirements for: <u>all schools that are receiving an external moderation visit in 2020</u> |
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| Date | Information |
|---|--|
| 18 November 2019 (A choice from 2 half day sessions) | ‘New to EYFS Profile & Moderation’ training An opportunity for practitioners (in schools & PVI settings) who are new to EYFS Profile to attend a half day training session, which will introduce them to the basics of assessing children using the EYFS profile. |
| Spring 2020 | <u>ALL SCHOOLS</u> EYFSP Moderation Local Agreement To be signed by Headteachers and returned to EYFS Moderation Manager by 28 February 2020 |
| Spring 2020 | <u>ALL SCHOOLS</u> Sheffield Moderation Arrangements Booklet and Appendix (with ‘paperwork’ / proformas) To be distributed to all schools – with full details about external moderation visits 2020 |
| 18 March 2020 | <u>Schools to be externally moderated in 2020</u> ‘Meet a Moderator’ session Please bring your completed pre-moderation questionnaire (found in the appendix to the Moderation Arrangements Booklet) to your allocated appointment time |
| w/c 23 March 2020 (A choice from 8 half day sessions, plus one dedicated session for Special Schools & IRs) | <u>ALL SCHOOLS</u> ‘EYFS Profile / Moderation’ training <i>If not every practitioner responsible for EYFSP assessment in your school is able to come, the attendee(s) has responsibility to cascade the training messages back to colleagues in school.</i> Failure to attend may result in an external moderation visit being made to your school. |

| Date | Information |
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| <p>23 April 2020 (A choice from 2 half day sessions)</p> | <p>‘New to EYFS Profile & Moderation’ training Another opportunity for practitioners (in schools & PVI settings) who are new to EYFS Profile to attend a half day training session, which will introduce them to the basics of assessing children using the EYFS profile.</p> |
| <p>April – June 2020</p> | <p><u>Schools to be externally moderated in 2019</u> External EYFSP Moderation visits Please see Moderation Arrangements Booklet for the date of your moderation visit and details of the LA external moderation team.</p> |
| <p>10 June 2020 (A choice from 2 half day sessions)</p> | <p>‘QA & Moderation Surgery’ training An opportunity for all practitioners (especially those who are new to EYFS Profile) to learn more about quality assuring their EYFS Profile data prior to submission, and the chance to raise any assessment/moderation queries.</p> |
| <p>15, 16 & 18 June 2020 (all sessions 2.30-4.30pm)</p> | <p>EYFSP Assessment / Moderation Surgeries at Coit P, Birley P & Ecclesall P An opportunity for practitioners from all schools and settings to raise any assessment/moderation queries with a member of the LA external moderation team.</p> |
| <p>Midday 22 June 2020</p> | <p><u>ALL SCHOOLS</u> Window opens for submission of EYFSP data to the LA</p> |
| <p>26 June 2020</p> | <p><u>ALL SCHOOLS</u> Final date for submission of EYFSP data to the LA Schools may submit their data any time from 22nd June. The 26th June is the final date, and this applies to ALL SCHOOLS</p> |
| <p>“Settings must ensure that changes to practitioners’ judgements as a result of an external moderation visit are accurately reflected in their submitted data” (STA EYFS Profile Handbook)</p> | |

| Date | Information |
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| <p>29th June to 3rd July 2020</p> | <p><u>ALL SCHOOLS</u> Quality Assurance of EYFSP data Please be available for a telephone conversation with an external moderator about your submitted data. Schools have a responsibility to resolve any queries raised by the LA. Schools may also be contacted by other LA data teams.</p> |
| <p>“Headteachers or managers are also responsible for resolving any queries their LA may have as a result of their (QA) processes ” (STA EYFS Profile Handbook)</p> | |
| <p>10th July 2020</p> | <p><u>ALL SCHOOLS</u> Final date for return of Headteacher declaration forms.</p> |

Schools to be Externally Moderated

April / May / June 2020

In addition to planned visits to all settings on a 4-year cycle, moderation visits/support may be triggered by additional circumstances, as outlined in the STA EYFS Profile 2020 Handbook, p43.

Below is an indication of the LA external moderators who are expected to carry out each statutory moderation visit. This is subject to change, and you will be informed with at least 2 days' notice if your school is affected (other than in exceptional circumstances, such as illness on the day). Please see p8-10 of this booklet for further information about each of the LA external moderators.


| Locality | School | LA External Moderator(s) | Date of Moderation Visit * |
|-------------------|--|---------------------------------------|----------------------------|
| Locality A | Greengate Lane P Academy | Ruth Beckett-Singh & Kate Dudley | Tues 5 May 2020 |
| | High Green | Kate Dudley | Mon 18 May 2020 |
| | Meynell P | Vicky Carr & Andrea Lancaster | Mon 4 May 2020 |
| | Parson Cross CE P | Kate Dudley & Kirsty Maxton | Mon 27 April 2020 |
| | | | |
| Locality B | Abbeyfield Primary Academy | Kate Dudley & Donna Pycroft | Thurs 30 April 2020 |
| | Hartley Brook Primary Academy | Kate Dudley & Nicole Ramsey | Fri 1 May 2020 |
| | Hucklow P | Ruth Beckett-Singh & Andrea Lancaster | Wed 3 June 2020 |
| | Oasis Academy Fir Vale | Kate Dudley & Donna Pycroft | Mon 4 May 2020 |
| | Oasis Academy Watermead | Kate Dudley & Nicole Ramsey | Thurs 21 May 2020 |
| | Pye Bank CE P | Andrea Lancaster & Donna Pycroft | Wed 20 May 2020 |
| | St. Patrick's Catholic Voluntary Academy | Shama Chaudhry & Clare Lindley | Tues 16 June 2020 |
| | | | |
| Locality C | Arbourthorne Community P | Ruth Beckett-Singh & Andrea Lancaster | Thurs 18 June 2020 |
| | Pipworth Community P | Shama Chaudhry & Kate Dudley | Wed 6 May 2020 |
| | Phillimore Community P | Vicky Carr & Kate Dudley | Mon 15 June 2020 |
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| Locality D | Beighton NI | Clare Lindley & Kate Dudley | Tues 2 June 2020 |
| | Birley Spa Primary Academy | Andrea Lancaster & Donna Pycroft | Wed 17 June 2020 |
| | Rainbow Forge Primary Academy | Kate Dudley & Clare Lindley | Thurs 7 May 2020 |
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| Locality E | Carfield P | Maureen Hemingway & Nicole Ramsey | Wed 6 May 2020 |
| | Greenhill P | Andrea Lancaster & Clare Lindley | Fri 22 May 2020 |
| | Valley Park P | Andrea Lancaster & Kirsty Maxton | Mon 18 May 2020 |
| | Woodseats P | Vicky Carr & Maureen Hemingway | Thurs 21 May 2020 |
| | | | |
| Locality F | Dobcroft I | Vicky Carr & Kate Dudley | Wed 29 April 2020 |
| | Dore P | Jayne Atkinson & Kate Dudley | Tues 28 April 2020 |
| | Ecclesall P | Jayne Atkinson & Kate Dudley | Wed 17 June 2020 |
| | Hunter's Bar I | Jayne Atkinson & Kirsty Maxton | Thurs 18 June 2020 |
| | Lowfield P | Helen Best & Andrea Lancaster | Fri 5 June 2020 |
| | Netherthorpe | Andrea Lancaster & Nicole Ramsey | Fri 19 June 2020 |
| | | | |
| Locality G | Bradfield Dungworth P | Andrea Lancaster | Mon 15 June 2020 |
| | Royd NI | Shama Chaudhry & Donna Pycroft | Thurs 4 June 2020 |
| | Stocksbridge NI | Kirsty Maxton & Nicole Ramsey | Wed 3 June 2020 |
| | Wisewood Community P | Vicky Carr & Andrea Lancaster | Mon 1 June 2020 |
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| Independent | Birkdale School | Andrea Lancaster | Fri 1 May 2020 |
| | Westbourne School | Jayne Atkinson & Shama Chaudhry | Tues 19 May 2020 |

*Moderators usually arrive at 8.15am, as per Local Agreement with schools



EYFS Profile LA Moderation Team

The LA external moderator team has been recruited and trained in accordance with STA requirements. LA external moderators have regard for moderation guidance produced by STA and exercise their powers and duties according to the guidance. All LA external moderators will be able to show ID and DBS details on arrival at schools.

| External Moderation Team | | |
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| LA-based moderators | | |
|  | <p>Maureen Hemingway</p> <p>LA Strategic Lead for Early Years</p> <p>at Sheffield LA Commissioning Inclusion & Learning Services, Early Years Team</p> | <p><i>EYFS external moderator: 15 years +</i></p> <p><i>EYFS experience: 25 years +</i></p> |
|  | <p>Kate Dudley</p> <p>LA EYFS Moderation Manager & EYFS Quality & Access Officer</p> <p>at Sheffield LA Commissioning, Inclusion & Learning Services, Early Years Team</p> | <p><i>EYFS external moderator: 15+ years</i></p> <p><i>EYFS experience: 25 years +</i></p> |
|  | <p>Vicky Carr</p> <p>EYFS Quality Improvement Team Manager</p> <p>at Sheffield LA Commissioning, Inclusion & Learning Services, Early Years Team</p> | <p><i>EYFS external moderator: new moderator</i></p> <p><i>EYFS experience: 20 years</i></p> |
|  | <p>Andrea Lancaster</p> <p>EYFS Quality & Access Officer</p> <p>at Sheffield LA Commissioning, Inclusion & Learning Services, Early Years Team</p> | <p><i>EYFS external moderator: 8 years</i></p> <p><i>EYFS experience: 25 years +</i></p> |

School-based moderators

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|  | <p>Jayne Atkinson</p> <p>Assistant Headteacher (EYFS & KS1) & Reception Class Teacher at Birley Primary Academy</p> | <p><i>EYFS external moderator: 2 years</i></p> <p><i>EYFS experience: 6 years</i></p> <p><i>Current/recent specialisms & leadership roles in school: Assistant Headteacher (EYFS & Key Stage 1), work with PVI sector</i></p> |
|  | <p>Ruth Beckett-Singh</p> <p>Assistant Headteacher (Early Years) & Reception Class Teacher at Rainbow Forge Primary Academy</p> | <p><i>EYFS external moderator: 2 years</i></p> <p><i>EYFS experience: 16 years</i></p> <p><i>Current/recent specialisms & leadership roles in school: EYFS Leader (FS1 / FS2 / Under 3 provision), work with PVI sector</i></p> |
|  | <p>Helen Best</p> <p>Principal at Abbeyfield Primary Academy</p> | <p><i>EYFS external moderator: 6 years</i></p> <p><i>EYFS experience: 16 years</i></p> <p><i>Current/recent specialisms & leadership roles in school: Principal, Designated Safeguarding Lead, EAL, New Arrivals, Roma Community</i></p> |
|  | <p>Shama Chaudhry</p> <p>Reception Class Teacher at Dobcroft Infants</p> | <p><i>EYFS external moderator: 4 years</i></p> <p><i>EYFS experience: 16 years</i></p> <p><i>Current/recent specialisms & leadership roles in school: Behaviour and Pupil Welfare coordinator, Student Mentor coordinator, Curriculum and pupil welfare governor, work with PVI sector, NQT Mentor</i></p> |
|  | <p>Clare Lindley</p> <p>EYFS Leader & Reception Class Teacher at Oughtibridge Primary</p> | <p><i>EYFS external moderator: 2 years</i></p> <p><i>EYFS experience: 11 years</i></p> <p><i>Current/recent specialisms & leadership roles in school: PSHE coordinator, student mentor, work with PVI sector</i></p> |
|  | <p>Kirsty Maxton</p> <p>EYFS Leader & Reception Class Teacher at Coit Primary</p> | <p><i>EYFS external moderator: 3 years</i></p> <p><i>EYFS experience: 16 years</i></p> <p><i>Current/recent specialisms & leadership roles in school: EYFS leader, Outdoor leader & Peer mediators leader, work with PVI sector</i></p> |

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|  | <p>Donna Pycroft</p> <p>Assistant Headteacher & Reception Class Teacher</p> <p>at Springfield Primary</p> | <p><i>EYFS external moderator: 4 years</i></p> <p><i>EYFS experience: 14 years</i></p> <p><i>Current/recent specialisms & leadership roles in school: Assistant Head, EYFS & KS1 Lead, EAL, Safeguarding</i></p> |
|  | <p>Nicole Ramsey</p> <p>Deputy Headteacher & Reception Class Teacher</p> <p>at Ecclesall Primary</p> | <p><i>EYFS external moderator: 7 years</i></p> <p><i>EYFS experience: 24 years</i></p> <p><i>Current/recent specialisms & leadership roles in school: Deputy Safeguarding Lead, EYFS leader, EYFS assessment coordinator, work with PVI sector</i></p> |

Information about EYFS Moderation 2020

Moderation of the EYFS Profile (including external moderation visits) will take place in accordance with the Standards & Testing Agency [EYFS profile 2020 handbook](#) and [2020 EYFS assessment and reporting arrangements](#).

Please see Sections 8 and 9 (pages 34 - 51) of the EYFSP 2020 Handbook for full details of EYFSP Moderation and Quality assurance. These include:

Moderation of the EYFS profile

- Purpose of moderation
- Internal moderation
- Inter-school moderation
- Local Authority moderation
- Process
- In advance of a moderation visit
- The professional discussion
- During the moderation visit
- End of a moderation visit
- Local Authority responsibilities
- Recruitment of local authority moderators
- How local authorities are moderated
- Appeals

Quality assurance of EYFS profile data

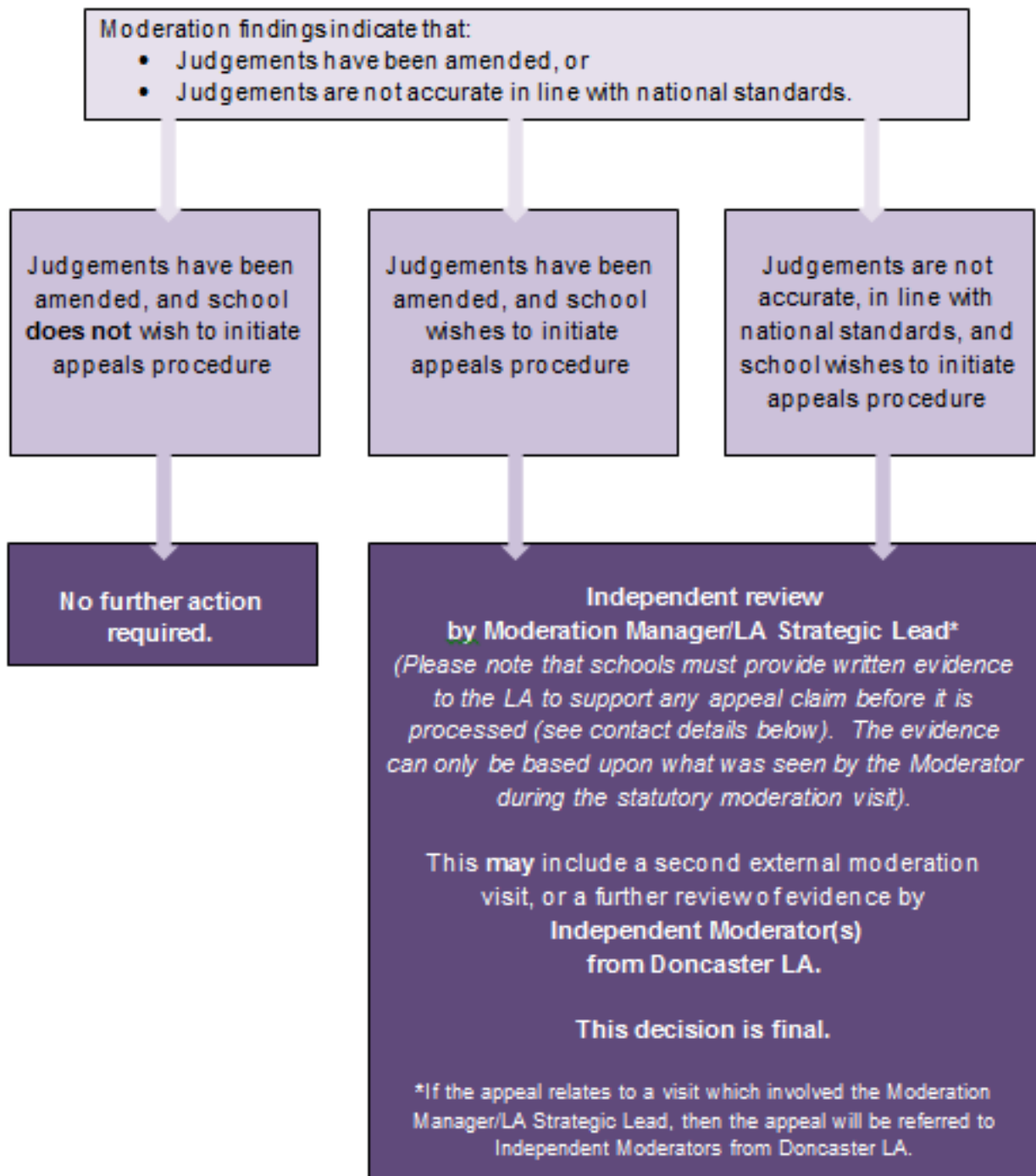
- Overview
- Pattern of outcomes for an individual child
- Schools' and settings' responsibilities
- Local authority responsibilities
- Data submission
- Statements to support level setting

Additional information specific to Sheffield LA can be found in the remainder of this booklet and its Appendix, including:

- *Formal Appeals Procedure*
- *Frequently Asked Questions*
- *All proformas / templates / 'paperwork'*

Also please see the accompanying 2020 EYFSP Moderation Local Agreement.

EYFS Moderation 2019/20 – Appeals Procedure



Contact details:

EYFS Moderation Manager :

Kate Dudley, kate.dudley@sheffield.gov.uk, 0114 2506852

Strategic Lead for Early Years:

Maureen Hemingway, maureen.hemingway@sheffield.gov.uk, 0114 2506852

Frequently Asked Questions

“External moderation is a collaborative process between the LA moderator(s) and the setting. Practitioners should consider it a positive part of their professional development.” (EYFS profile 2020 handbook).

Every year we receive very positive feedback from Sheffield practitioners about their moderation visits, and we look forward to working with you. We hope these FAQs will inform and reassure you, however if you still have any questions at all, please do not hesitate to contact us (via EarlyYearsBusinessSupport@sheffield.gov.uk), and one of us will get back to you as quickly as we can.

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| <p><i>What time will the external moderation visit start?</i></p> | <p>In accordance with feedback and preferences from schools, we have included this in our 2020 Local Agreement. Schools usually agree for Moderators to arrive at 8.15am, in order to start looking at the moderation paperwork and begin selecting the moderation sample before the school day begins. During this time teachers will be free to go about their normal duties (e.g. talking to supply teacher). The professional discussion will begin after this, usually around 8.45am.</p> |
| <p><i>How long will the moderation visit take?</i></p> | <p>The duration of external moderation visit can vary for a number of reasons. Wherever possible moderation visits will be completed in a morning, however please make arrangements in case they need to continue into the afternoon.</p> |
| <p><i>Do all teachers need to take part in the moderation visit? And who needs to be present?</i></p> | <p>Yes. Moderators need to secure the consistency and accuracy of judgements by all practitioners who are responsible for completing the EYFS profile, and most settings find it useful to have all teachers present for the whole moderation visit. If this is not possible and practitioners are released for only parts of the moderation visit, it is helpful for one member of staff to be present for the whole of the visit. Generally schools find that releasing the teachers together results in more valuable professional development, and often a shorter moderation visit. No visit should involve any teachers or staff working outside normal hours.</p> <p>Please ensure that all teachers are in a position to talk about <i>all aspects</i> of their children’s learning and development, taking into account the knowledge of all adults who have significant interaction with the child. For example, if your children are taught music or PE by somebody else, you need to know (and be able to talk) about this area of development at the</p> |

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| | <p>moderation visit and when making your EYFSP assessments. This is the case whether or not these people are present at the moderation visit.</p> <p>The headteacher, manager or their representative (a member of SLT) will need to be available to meet with the LA external moderator(s) for formal feedback and to sign the record of visit.</p> |
| <p><i>How many children's profiles will be moderated, and do the children need to be in school on the day of the moderation visit?</i></p> | <p>For a single form entry setting, moderators will initially select a sample of five completed profiles across the range of attainment, and will moderate all 17 ELGs. The sample size is likely to be larger in multiple form entry schools. If moderators have concern about the accuracy of one or more judgements, they may expand the sample or request additional evidence.</p> <p>Children whose profiles are selected do not need to be in school on the day of the moderation visit.</p> |
| <p><i>Why do some schools have one moderator, and others have two?</i></p> | <p>There may be one or more moderators at any LA external moderation visit. The STA expects there to be more than one moderator if the setting has a large cohort, or the LA external moderator is being quality assured, or if the visit forms part of moderator induction. Feedback from moderation visits over the years has informed us that Sheffield schools appreciate the expertise and value that having more than one moderator brings. For this reason we have included in the 2020 Local Agreement that any school may be visited by more than one moderator.</p> |
| <p><i>What do I need to prepare for the moderation visit?</i></p> | <p>On arrival, moderators will need a list of EYFS profile interim outcomes (in the form of 1s, 2s and 3s) for all children in each class in the cohort. Please ensure that these interim judgements are accurate for the day of the visit, and that they have been subjected to internal moderation prior to the moderation visit. It is helpful for moderators if you complete a Class Information sheet, and you may find it beneficial to calculate your predicted outcomes too.</p> <p>You will find all these proformas in the Appendix to this Moderation Arrangements Booklet.</p> <p>During the visit you will also need access to your recorded evidence (see below for more information about 'evidence'). Please do not spend time in advance either printing out electronic records, or transporting all children's records to the room where</p> |

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| | <p>the moderation visit will take place. On the morning of the moderation visit, once moderators have selected the sample of children, you will have time to go and collect any recorded evidence (portfolios, books, work samples, records etc.) and bring it to the meeting room. If some of your 'evidence' is on computer, laptop or ipad, please ensure you have access to these during the meeting. You will be able to refer to your electronic evidence and there is no requirement for hard copies.</p> <p>Please note that whilst you will need access to your recorded evidence for the moderation visit, practitioners will also have built up a significant professional knowledge of each child. This will not be recorded but it must be considered when EYFS profile judgements are made, and much of the moderation visit will be spent considering this type of evidence.</p> <p>Practitioners often ask about refreshments and lunch breaks. Moderators will be sensitive to practitioners' needs in respect of comfort breaks, and please tell us if you would like to take a break. Moderators do not expect schools to provide refreshments for moderators, although tea/coffee/water may be accepted if offered. Please do not provide lunch for moderators as we will not be able to accept. If a moderation visit needs to continue into the afternoon, moderators will bring their own lunch and will ensure that a mutually agreed break is arranged.</p> |
| <p><i>How much evidence do I need to produce?</i></p> | <p>Moderators will hold a professional discussion with the EYFS practitioner(s) to understand how the judgements have been reached and in order to be able to validate them as being accurate, consistent and in line with national standards. There is no requirement that evidence should be formally recorded or documented. It should come from day-to-day activity in the classroom, can be drawn from a variety of sources, and will vary from setting to setting, class to class, and even child to child. The form of evidence supporting a practitioner judgement is entirely up to the practitioner, and practitioners should avoid excessive evidence gathering. Practitioners must actively engage children, their parents and other adults who have significant interaction with the child in the assessment process. Moderators will seek to ensure that contributions from parents and the child are actively sought by practitioners and that these are used to inform EYFSP judgements.</p> |

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| | Moderators will not scrutinise recorded evidence without the practitioner present. |
| <i>Why are we being moderated when it is less than 4 years since our last external moderation visit?</i> | In addition to planned visits to all settings on a 4-year cycle, moderation visits/support may be triggered by a number of reasons, as outlined on p43 of the EYFS profile 2020 handbook. If you are unsure why you are receiving an external moderation visit out of cycle, please contact the EYFS Moderation Manager, who will be able to explain the reason(s). |
| <i>What should I do if the date of the external moderation visit is unsuitable?</i> | The local authority appreciates that most schools take steps to accommodate the dates as set out in the schedule of visits (p6-7 in this Moderation Arrangements booklet). We also do our best to minimise visits to schools where and when SATs and/or Phonics Screening are taking place. In exceptional circumstances, it may be possible to rearrange some visits – please contact the EYFS Moderation Manager as quickly as possible if this is the case. |