



Leicestershire
Traded Services

LEAMIS BULLETIN 20-46 PHONICS SCREENING CHECK ALL PRIMARY SCHOOL V2 WITH NOVEMBER UPDATE

November 2020

We can
do that. ✓

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There is an accompanying helpful video to go along side this bulletin.
This can be viewed by selecting the link below.

<https://secure2.sla-online.co.uk/v3/Resources/Page/1578>

Copy and paste the link above

**NOTE: Please ensure your upgrade v7.196 has been completed before
submitting your results**

Introduction

In the Summer Term 2020 the Year 1 & 2 Phonics Screening tests were cancelled due to COVID. In the Autumn Term 2020 **ONLY**, it is a statutory requirement for schools to administer the Year 1 Phonics Screening Check to year 2 pupils and return the results to the Local Authority.

Year 2 pupils who meet the expected standard in Phonics in the Autumn check will not be required to complete any further statutory assessments in Phonics. Year 2 pupils who do not meet the expected standard in the Autumn check, will be expected to take the statutory Year 2 Phonics check in June 2021.

Year 3 pupils, who were due to take the Year 2 Phonics Screening check in June 2020 (when they were in year 2), are not required to take a test in this Autumn check. Schools are expected to maintain a programme of support for these pupils.

Date	Action
Second half of the 2020 autumn term	Schools must administer a past version of the phonics screening check to year 2 pupils.
By the end of the 2020 autumn term	Schools must submit phonics results for their year 2 pupils to the LA.
Leicestershire Deadline	Friday 18 December 2020
Other Authorities	Please check with your local Authority as the date may be slightly different.

Guidance produced by the DfE - Standard and Testing Agency can be found using the link below

Administering the phonics screening check to year 2 pupils in the 2020 autumn term:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/914784/Administering_the_phonics_screening_check_to_year_2_pupils_in_the_2020_autumn_term_PDFA.pdf

Check The Year 1 Phonics Screening Wizard 2020

1. From the SIMS Home Page select **Tools | Performance | Assessment | Wizard Manager**.
2. All primary schools should see Templates for 2020, similar to the graphic displayed below.

Select Wizard

Filter ▼

Name	Edit Date	Complete
EYFS Profile Wizard 2020	01/09/2019	<input type="checkbox"/>
Key Stage 1 Wizard England 2020	01/09/2019	<input type="checkbox"/>
Key Stage 2 Wizard England 2020	01/09/2019	<input type="checkbox"/>
Year 1 Phonics Screening Wizard 2...	01/09/2019	<input type="checkbox"/>
Year 2 Phonics Screening Wizard 2...	01/09/2019	<input type="checkbox"/>

NOTE: The Filter will display Incomplete wizards by default. Therefore, if you fail to mark previous year wizards as complete, they may also be displayed.

If the files are not visible these can be imported as follows:

If it is visible skip to **Using the Year 1 Phonics Screening Wizard 2020** on the next page.

Importing The Year 1 Phonics Screening Wizards 2020

From the SIMS.net Home Page

1. Click **Routines/Data In/Assessment/Import**
2. **Open the browser**
3. Change the Look in Box to: **C:\Program Files\SIMS\Sims.net**
4. Double Click on **AMPA**
5. Double click **England Primary (and Middle deemed Primary)**
6. Double Click on **Assessment Manager**
7. Select **Year 1 Phonics Screening Wizard 2020.xml**
8. Click **Open**
9. **IMPORTANT** - Ensure there is a ✓ in the box for Overwrite with default values
10. Click **Finish**
11. Click **Yes to proceed**
12. Check to ensure there are no errors on the Activity Log
13. Click **Close**

Using the Year 1 Phonics Screening Wizard 2020

From the SIMS.net Home Page

1. Click on **Tools/Performance/Assessment/Wizard Manager**
2. Highlight **Year 1 Phonics Screening Wizard 2020**
3. Click on **Next**
4. Click on **Blue Magnifying Glass** to select the Group
5. **Expand** Year Group + to the left
6. Select **Year 2**
7. Click on **Apply** then Click on **Next**
8. There is 1 Marksheet displayed: **Year 2**
9. Highlight the Marksheet and click on the **green pencil** on the right-hand side
10. **Enter** the test marks in the column headed **Mark for Phonics Check Year 1**
Please enter a numerical value from (0 – 40) in the column.
11. **32** can be entered into the **Threshold Score** column by right clicking on the column heading and selecting **Select Grade for column**, and select **32**, then **ok**.
12. **Grades for Phonics** column can also be populated by right clicking on the required cell, **select grade for cell** and populate the required result.
13. When all the marks have been entered, select **Calculate**, **save** and **Close**.

Individual Pupil Reports

There are 2 Reports available if required:

1. **KS1 Y1 Phonics Comparative Eng 2020**
2. **KS1 Y1 Phonics Student Eng 2020**

From the SIMS.net Home Page

1. Click on **Tools/Performance/Assessment/Wizard Manager**
2. Select **Year 1 Phonics Screening Wizard 2020**
3. Click on **Next three times** to move to the Individual Report Format window
4. Select **KS1 Y1 Phonics Student Eng 2020**
5. Click on the **Refresh** button to the right
6. Check that the first student is ticked
7. Click on the **Preview Report** button (top right)
8. Click on **Enable Macros** or **Enable Content** if presented with the option
9. When you have checked this report close Word
10. **Click on Select All**
11. **Click on the Print Report** button (top right, second button down)

Year 1 Phonics Screening Check 2020

PUPIL'S RESULTS

Richard Akeman ELM

Individual Results

	Result
Year 1 Phonics Screening Mark	32
Year 1 Phonics Screening Grade	W1

Phonics screening check information and results

What is the phonics screening check?

The phonics screening check is a quick check of your child's ability to decode words using only his or her phonic knowledge. It helps us to confirm whether your child has met the expected standard for a child at the end of Year 1.

The check is a statutory requirement for all children in Year 1 and takes place each year in the summer term. Children who did not take the check in Year 1, or who did not meet the expected standard, will take the check again at the end of Year 2.

The check is carried out in the Summer term.

How does the check work?

- Your child was asked to read 40 words aloud to a teacher who is known to him/her.
- Your child may have read some of the words before, while others would have been completely new.
- The check took only a few minutes to complete and there was no time limit.

Meeting the expected standard

In order for children to demonstrate that they have met the expected standard in phonic decoding they had to score a minimum number of marks in the phonics screening check. Children who scored fewer than the minimum threshold are considered not to have met the expected standard in phonic decoding. Any child who has not met the expected standard will be given additional support in phonics to help him or her to improve. The nature of this support will vary depending on how close to the threshold he/she was.

Assessment Grades

Grade	Description
W1	Took the phonics screening check and met the required standard
W2	Took the phonics screening check and did not meet the required standard
A	Absent
D	Did not take the phonics screening check
L	Left the school
Q	Maladministration

What happens next if your child did not meet the minimum standard?

Your child will continue to learn phonics with his/her classmates on a daily basis. The screening check is designed to help teachers identify which children need help with phonic decoding. Depending on his/her learning needs, your child may be given additional resources or input. In addition to the daily phonics session in class, your child may take part in additional catch up sessions throughout the week.

Your child will take the phonics check again at the end of their time in Year 2, so that the school can make sure again that the support and help given to your child has been successful, or is continuing appropriately.

Can I help my child with phonics?

Children make the best use of their understanding of phonics when they are given plenty of encouragement and learn to enjoy reading a wide variety of books and other forms of writing. Parents play a very important part in helping with this.

Some simple steps to help your child learn to read through using phonics successfully:

- Ask your child's class teacher about the school's approach to teaching phonics and how you can reinforce this at home. For example, the teacher will be able to tell you which letters and sounds the class is covering in lessons each week.
- When reading, encourage your child to 'sound out' unfamiliar words and then blend the sounds together from left to right, rather than looking at the pictures to guess the word. Once your child has read an unfamiliar word you can talk about what it means and help him/her to follow the story.
- Try to make time to read something with your child every day and encourage other family members and friends to do the same. Support your child to blend the sounds together all the way through a word.
- Keep reading all the time, wherever you are, including the school holidays when children don't have a home reading book from school. Look for as many opportunities as possible to encourage your child to use the skills they are learning – menus and leaflets and on-screen text can stimulate children to want to practise their phonic knowledge.
- Word games like '1-spy' can also be an enjoyable way of teaching children about sounds and letters as can talking about all the words which surround you, from road signs to shopping lists. If children become aware of the uses of reading, they become much more interested in practising what they know.

Printed: 08/02/2017

EG: KS1 Y1 Phonics Student Eng 2020 report

Sending The Results To The LA

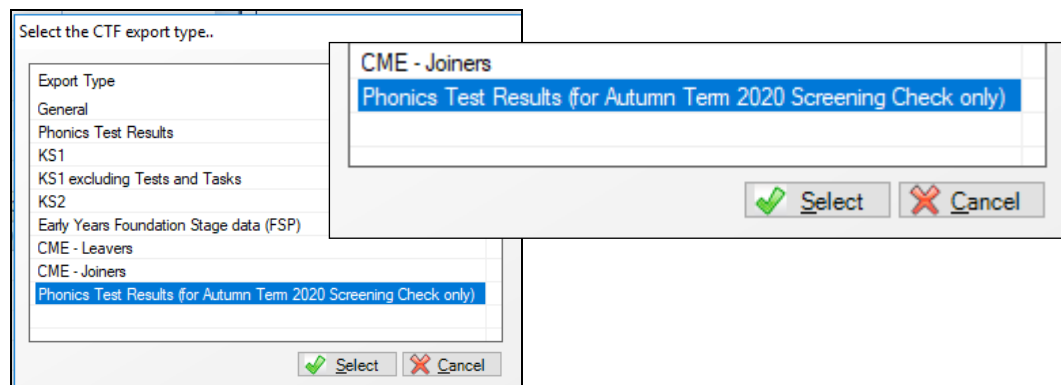
NOTE: Please ensure your upgrade v7.196 has been completed before submitting your results

ALL MAINTAINED & ACADEMY SCHOOLS:
(All schools are required to send their results to their Local Authority)

CREATE CTF FILE AS FOLLOWS

From the Home Page in SIMS.net

1. Click **Routines/Data Out/CTF/Export CTF**
2. Highlight **Phonics Test Results (for Autumn Term 2020 Screening Check only)** and Click on **Select**.
3. If this is not there then you have not completed your upgrade, and this should be done before submitting your results, do **NOT** select any other option.



3. If the pupils required are not visible, place a tick in the box **Include Students already exported** and **Click on Refresh Students**

1 Student Options								
Effective Date	19/10/2020	View	Current students	Include students already exported	<input checked="" type="checkbox"/>	Refresh Students		
2 Students								
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	D
F823299918013	Abbott	Jessica	2JB	2	2			
W823299916061	Abhra	Shaqib	2JB	2	2			
D823299917001	Ackton	Charlotte	2GH	2	2			
V823299918014	Alala	Michael	2GH	2	2			
J823299918015	Benson	Chantal	2JB	2	2			
Y823299918016	Bhati	Nadeem	2JB	2	2			
M823299918017	Bordet	Magda	2JB	2	2			
B823299918018	Burrows	Delphine	2JB	2	2			
Q823299918019	Cedric-Smith	Elliott	2JB	2	2			
B823299918020	Cleaves	Rosie	2JB	2	2			
T823299917002	Clinton	Joseph	2JB	2	2			
Q823299918021	Coopers	Ryan	2GH	2	2			

4. Click on the column heading **Year Grp** (this will sort the list in ascending order starting Year 1 to Year R).
5. To select Year 2 pupils. Click on the **first pupil**, hold down **shift key**, scroll down and **Click on last Year 2 pupil** - All selected pupils will now be highlighted
6. Pupils can be added or removed by **holding down the Ctrl key** and clicking on the required pupil.
7. **Remove** any Year 2 children as required.
8. Once the desired children have been selected and with the **CTRL key held down** under the column headed **Destination LA/Other**
9. Click on a cell for one of the selected pupils

10. **Release** the **CTRL key** and **Click** on the **down arrow**
19. Select you school's county
20. **Click** on **Export CTF**
21. **Click** on **Yes** to continue with CTF Export when SIMS.Net message about address tidy appears.
22. **IMPORTANT: Check** Exception Log shows the correct number of pupils (total of Year 2 Pupils in the CTF)
23. **Click Close** (top right-hand button)

DEADLINE for Leicestershire Schools: 18th December 2020

SENDING THE FILE TO YOUR LOCAL AUTHORITY

ALL Leicestershire Maintained & Academy Schools

You are required to upload your return using **AnyComms+ Secure File Transfer** web site
<https://filetransfer.leics.gov.uk>

Select **Upload File(s) to the Local Authority**, click on the **Browse** button to locate your CTF file containing the Key Stage 1 Results for submission.

In File Type column, select **KS1 Phonics Results**

In the Service column select **Performance Team**

Other Authorities:

Rutland Schools should submit their results via AnyComms

<https://securetransfer.rutland.gov.uk/Login.aspx>

Lincolnshire should submit their results via Perspective Lite

<https://perspective.angelsolutions.co.uk/perspective/login.aspx>

Stoke on Trent schools should submit their results via Perspective Lite

<https://perspective.angelsolutions.co.uk/perspective/login.aspx>

If you require assistance please contact
LEAMIS Servicedesk 0116 231 1280 or Email: servicedesk@leamis.org.uk

