

# Statutory Assessment Service

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*Academies, Free Schools and  
Independent Schools*



**2024-25**



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# Welcome Message

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Keystone Academy Trust are the contracted providers for monitoring and moderation of statutory processes for primary assessment on behalf of Lincolnshire County Council. This strong and well established partnership includes the delivery of these statutory requirements to all Lincolnshire Maintained Schools. Academies, Free Schools and Independent Schools can select Keystone Academy Trust, on an annual basis, to be included in the LA's statutory processes to comply with the guidance as set out by the Standards and Testing Agency (STA).



**Academies** will have the option to be included in their geographical local authority's monitoring and moderation visit arrangements or be part of the arrangements of another LA. Academies **must** have a written agreement in place with their chosen LA, and if this will not be their geographical LA, they should inform both them and STA of their choice by **Friday 10 January 2025**. It is an academy's responsibility to ensure that, where required, they have fully complied with the moderation, monitoring and data submission requirements as set out in the Assessment and Reporting Arrangements for Key Stage 1 and 2; arrangements are only applicable to those academies that provide education to children at this stage of learning.

**Participating Independent Schools** must also report that they have a written agreement in place, via the Primary Assessment Gateway, with their chosen LA by Friday 6 December 2024.

In addition to undertaking statutory moderation and monitoring services, Keystone Academy Trust can provide support, guidance, training and resources for primary schools to best prepare them for the requirements of statutory assessment in KS1 and KS2. We have an exciting range of CPD courses for all schools to purchase through our traded service as well as an expanding range of non-statutory moderation events and visits for all year groups - more details are available in this brochure.

It is our intention to support you in making the assessment year as smooth and successful as possible, and if you have anything you wish to discuss with us, please contact us.

**Thank you for selecting and working with Keystone Academy Trust - Primary Assessment Specialists.**

# Meet Our Moderation Team

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## Paul Singleton

Paul is the Strategic Assessment Lead for Lincolnshire whereby he has overall responsibility for ensuring that the Local Authority meets all its statutory requirements for moderation and monitoring at KS1 and KS2. In this role, Paul is also the LA Moderation Manager, an approved STA moderator, and provides training and bespoke support to schools across Lincolnshire and beyond in all areas of assessment and moderation.

Email: [Paul.Singleton@keystonemat.org](mailto:Paul.Singleton@keystonemat.org)



## Helen Ackrill

Helen is the Senior Lead Moderator for Lincolnshire LA and an approved STA KS1 and KS2 moderator. Through her varied role at Keystone Academy Trust, she has many years of experience supporting teachers to raise standards at the end of Key Stage 2, with particular expertise in writing and mathematics, as well as a real passion for teaching Year 6! Helen also provides training and bespoke support to schools across Lincolnshire.

Email: [Helen.Ackrill@keystonemat.org](mailto:Helen.Ackrill@keystonemat.org)



## Dr Jeannie Bulman

Jeannie is a highly respected Educational Consultant who works with schools across Lincolnshire and beyond. She is passionate about innovative teaching and learning, across all areas of the primary English Curriculum, and also works as part of the Moderation Team as Senior Lead Moderator. In this role, she is an approved STA moderator and she leads a number of training sessions including our popular Y6 Lincoln Moderation Workshop.

Email: [Jeannie.Bulman@keystonemat.org](mailto:Jeannie.Bulman@keystonemat.org)



## Gill Arnold

Gill is the Moderation Project Manager and takes responsibility for all the administration involved in statutory moderation and monitoring. Over the years, she has gained a wealth of knowledge in this area and is often the first port of call for schools when they contact us. Gill is also a Prince 2 Practitioner enabling her to support Keystone Academy Trust to run significant projects.

Email: [Gill.Arnold@keystonemat.org](mailto:Gill.Arnold@keystonemat.org)



# Statutory Assessment Service

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## Academies, Free Schools and Independent Schools:

Academies are required to have a written agreement in place with their chosen local authority (LA) by **Friday 10 January 2025** for external moderation of KS2 teacher assessment; monitoring of phonics screening check; and monitoring of KS2 National Curriculum tests.

If a school became an academy on or after 2 September 2024, they will be part of their geographical LA's arrangements for moderation and monitoring, and will be unable to select an alternative LA until the 2025/26 academic year (should they wish). They will **not** be charged for monitoring and moderation services during the 2024/25 academic year.

**To select Lincolnshire as your statutory assessment provider, you must purchase the Statutory Assessment Service, in full, for the academic year 2024-25. Keystone Academy Trust provides this service on behalf of Lincolnshire County Council.**

## The Statutory Assessment Service includes:

- Allocation of an authorised provider to oversee statutory monitoring activities and a written local agreement as stipulated by STA.
- Email and telephone access to the Lincolnshire Moderation Team who can give advice relating to teacher assessment and statutory testing.
- Access to the Moderation Team's Secure Platform (replacing Paul's Assessment Padlet).
- Access to Assessment Resources: assessment calendar, assessment deadlines, governor monitoring documentation, moderation grids (including non-statutory year groups).
- Half-termly Assessment Newsletters.
- SATs Bulletin.
- Updated Test Administration PowerPoints to support training of test administrators.
- Free virtual training on: Access Arrangements, SATs Security and Exploring end of KS2 Testing in Maths and Reading.
- Moderation of Y6 Teacher Assessment (TA) of writing by accredited STA moderators (this is on an at least four yearly cycle\*).
- Monitoring of at least 10% of all schools' delivery of the Phonics Screening Check. This will be a random sample of all schools and will occur either before, during or after the check.
- Monitoring of at least 10% of all schools' delivery of end of KS2 statutory National Curriculum tests. This will be a random sample of all schools and will occur either before, during or after the tests.
- Preparation and execution of the moderation/monitoring visits that includes the completion of paperwork, travel and a proportion of the cost of training the moderators and monitors.

*\*if an additional moderation occurs out of a school's cycle, an additional cost may occur.*

# How to Select us

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**To select Keystone Academy Trust (on behalf of Lincolnshire County Council) as your statutory assessment monitoring provider, please do the following:**

- Complete the form: Statutory Assessment Service Order Form 24-25 - [CLICK HERE](#) to complete the online form. The subscription rates refer to cohorts in Y6 (or Y1 for Infant Schools). If you have any queries about this, please contact us at [Paul.Singleton@keystonemat.org](mailto:Paul.Singleton@keystonemat.org). **Please note, even if you elect to be part of this process this year, it does not mean you will automatically be selected.** However, schools wishing to have moderation visits as part of their validation arrangements, can contact Paul Singleton, Lincolnshire Strategic Assessment Lead, who will be able to assist in organising this support.
- An invoice for the amount selected will be sent to the school following the action above. If you have added a PO number to the form, that number will be used.
- If you are selecting us as a non-geographical LA, you must also inform the STA of your decision, via the Primary Assessment Gateway.
- All actions must be complete by **Friday 10 January 2025.**

*Once the agreement is signed (by school and LA), it remains in place for the current academic year.*

## **Subscription tariff for academies, free schools and independent schools**

<b>Type of Academy / Free / Independent School</b>	<b>Number of pupils in cohort</b>	<b>Annual Fee</b>
All through Primary	0 - 35	£250
	36 - 65	£300
	66 - 95	£350
	More than 95	£450
Infant school <b>type</b>	N/A	£50
Junior school <b>type</b>	0 - 35	£200
	36 - 50	£250
	50 - 95	£300
	More than 95	£400
Special School	Charge dependent on number of eligible pupils	

# LA Statutory Responsibilities

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## Moderation

LAs are required to externally moderate at least 25% of maintained schools. They are also required to externally moderate at least 25% of academies and participating independent schools that opt into the LA's external moderation provision. The purpose of this moderation is to validate TA judgements in English writing. LAs must ensure all schools they are responsible for are moderated at least once every 4 years, or more frequently if required.

During a moderation visit, a moderator or moderators (depending on school size) will visit the school for a half day to ensure that the school is making writing judgements that are consistent with national standards - full details can be found in the Moderation Handbook.

STA assume academies are being moderated by their geographical LA, unless informed otherwise. The teacher assessment guidance includes details of the external moderation and the procedures LAs should follow. They must refer to the guidance to ensure requirements are met and that robust moderation processes are followed.

Funding for monitoring activities is paid directly to the geographical LA in the first year of conversion to an academy. Subsequent payments are made directly to the academy every 4 years. Academies should ensure costs, including potential re-moderation, are agreed with the LA in advance. If selecting a non-geographical LA, academies must give them a copy of their most recent external moderation visit record and the outcomes.

'Thank you for being so professional and thorough. We greatly appreciate your expertise and praise for our staff, children and work. You are a brilliant team'  
*Lincolnshire CEO 2023*

'The process was supportive and collaborative; made to feel professionally at ease. A pleasure to work with such a knowledgeable team.'  
*Lincolnshire HT 2023*

'Exceptional Team, very clear in process and in prior communications to the visit. Very positive, professional conversations around our writing and celebration of children's work.'  
*Lincolnshire HT 2024*

'A really positive experience. All teachers felt at ease throughout the process. Lovely professional conversations were had. It has been a pleasure.'  
*Headteacher feedback to 2023 moderation visit.*



# LA Statutory Responsibilities

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## Test Security Monitoring

LAs have a statutory duty to make monitoring visits to at least 10% of their schools for the Phonics Screening Check and KS2 National Curriculum Tests (SATs). If schools receive a monitoring visit, they must allow visitors to: see all materials and any relevant delivery notes, observe any checks/tests being administered, see evidence to show that pupils using access arrangements are doing so in accordance with STA guidance, and see copies of correspondence and other documents sent to, and received from, the LA or STA about the administration of the check.

## Data Collection

LCC School Performance Service will arrange for Phonics Screening Check data to be collected from all schools. If you have any queries relating to the data collection process, then Performance Services can be contacted on: [schoolperformancedata@lincolnshire.gov.uk](mailto:schoolperformancedata@lincolnshire.gov.uk)

LCC Schools Performance Service do not collect end of KS2 teacher assessment data as schools submit this directly via the Primary Assessment Gateway. KS2 data should be submitted by **Friday 27 June 2025** for this academic year. Please remember, only teacher assessments for writing and science will be required (unless Pre-Key Stage or Engagement Model) for Key Stage 2 pupils.

It is the Local Authority's intention to continue collecting the majority of this information directly from all schools, including Academies, Free Schools and participating Independent Schools. The exception to this is the KS2 Teacher Assessment data collection, which schools should continue to send directly to the Standards and Testing Agency (STA) via the Primary Assessment Gateway. Our current data sharing agreements allow for the exchange of this information.

To summarise:

- KS1 Phonics should be submitted to the LA via Perspective Lite - (<https://perspective.angelsolutions.co.uk/perspective/login.aspx>). Schools will receive all guidance and information via email, as usual, and will also be available in the following folder location on Perspective > LA Documents > Performance Services > Statutory Returns > 2024-25 > Data Collections 2025.
- KS2 Teacher Assessments should be submitted to the Standards and Testing Agency, via the Primary Assessment Gateway. Further information on using the PAG can be found on the following website - <https://www.gov.uk/guidance/using-the-primary-assessment-gateway>.



# Support for Schools

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## Mid-Year Assessment Visits

A mid-year assessment visit is an opportunity for schools to receive a half-day or full-day visit from a STA approved moderator during the Spring Term. This bespoke visit allows children's current learning to be reviewed against the Teacher Assessment Framework and advice given to aid teachers in planning next steps for the remaining part of the year. This will all be collated onto a personalised report provided to the school at the end of the visit.

**Mid-year assessment visits are available for teachers in Year 2 and Year 6.**

Cost: £250 (half day) or £500 (full day)



'It was a lovely, supportive experience with lots of useful advice. It's nice to have the time to sit with someone and have those professional conversations, so again thank you.  
*Y2 Teacher 2024*

## Non-Statutory Moderation Visits for Year 2

A Year 2 moderation visit is an opportunity for schools to receive a half-day visit from a Lincolnshire approved moderator during June 2025. During the visit, a moderator or moderators (depending on school size) will work with Y2 staff to moderate judgements ensuring they are consistent with national standards while also helping schools understand where pupils may need additional support as they transition into KS2.

**Non-Statutory Moderation Visits are available for teachers in Year 2.**

Cost: £250 (1 form entry), £450 (2 form entry), £650 (3 form entry) - this is based on the number of moderators required to conduct these visits.



# Support for Schools

## Individual School Based Assessment Visits

Individual School Based Assessment Visits are an opportunity for schools to receive a half-day or full day visit from a STA/Lincolnshire approved moderator to work with teachers in Years 1, 3, 4 or 5 to review work children have completed to ascertain the next steps for pupils in preparation for the move into the next year group. These visits will take place during July.

**ISBA visits are available for teachers in Years 1, 3, 4 and 5.**

Cost: £250 (half day) or £500 (full day)

## Bespoke Assessment Support

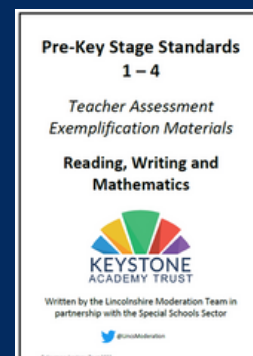
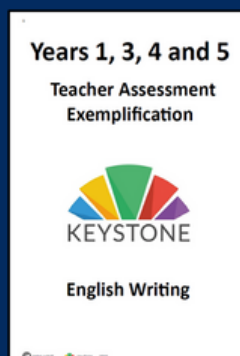
The Lincolnshire Moderation Team can provide bespoke training and support to schools on all areas around statutory and non-statutory assessment at KS1 and KS2. The support can be personalised to meet the school's needs and can include support for senior leaders, subject leaders, teachers and ECTs as well as staff meetings and facilitation of moderation events within and between schools.

Contact [Paul.Singleton@keystonemat.org](mailto:Paul.Singleton@keystonemat.org) to discuss costings for bespoke support provided by the Lincolnshire Moderation Team.

## Moderation Resources

Exemplification Materials are available for Years 1, 3, 4 and 5 in Writing as well the Pre-Key Stage Standards 1-4 in Reading, Writing and Maths. Each book costs £100 and digital copies are available for schools and/or multi-academy trusts.

For more information and an order form, contact:  
[Gill.Arnold@keystonemat.org](mailto:Gill.Arnold@keystonemat.org)



## Lincolnshire Moderation Training Calendar 2024-25

Date	Times	Event	Location	Cost
1.10.24	3:45 - 5:30	Effective Moderation Practices - Repeat	Virtual	£40
16.10.24	9:15 - 3:00	New to Year 6	Keystone Training Room, Bourne**	£99
18.10.24	9:15 - 3:00	New to Year 6	The Regatta, Lincoln	£99
6.11.24	9:15 - 3:00	New to Year 2	The Regatta, Lincoln	£99
7.11.24	1:15 - 4:15	Year 6 Writing Moderation Workshop	Keystone Training Room, Bourne**	£70
8.11.24	1:15 - 4:15	Year 6 Writing Moderation Workshop	The Regatta, Lincoln	£70
14.11.24	9:15 - 12:15	Year 2 Writing Moderation Workshop	The Regatta, Lincoln	£70
19.11.24	3:45 - 5:30	Access Arrangements	Virtual	FREE*
26.11.24 + 4.2.25	9:15 - 12:15	Adaptive Practice in Writing	Virtual	£100
5.12.24	9:15 - 12:15	Pre-Key Stage Standards	The Regatta, Lincoln	£125
16.1.25 + 23.1.25	3:45 - 5:30	Exploring End of Key Stage 2 Testing in Maths and Reading	Virtual	FREE*
21.1.25	3:45 - 5:30	New to Year 6 for January Starters	Virtual	£40
28.1.25	3:45 - 5:30	Administering the Phonics Screening Check	Virtual	£40
26.2.25	9:15 - 12:15	Year 2 Writing Moderation Workshop	Tower Road Academy, Boston	£70
27.2.25	9:15 - 12:15	Year 2 Writing Moderation Workshop	The Regatta, Lincoln	£70
4.3.25	1:15 - 4:15	Year 6 Writing Moderation Workshop	Tower Road Academy, Boston	£70
6.3.25	1:15 - 4:15	Year 6 Writing Moderation Workshop	The Regatta, Lincoln	£70
12.3.25	9:15 - 12:15	Achieving GDS in Writing at Year 6 - Repeat	Virtual	£50
20.3.25	9:15 - 12:15	Year 4 Writing Moderation Workshop	The Regatta, Lincoln	£70 or £150***
20.3.25	1.15 - 4:15	Year 5 Writing Moderation Workshop	The Regatta, Lincoln	£70 or £150***
21.3.25	9:15 - 12:15	Year 1 Writing Moderation Workshop	The Regatta, Lincoln	£70 or £150***
21.3.25	1:15 - 4:15	Year 3 Writing Moderation Workshop	The Regatta, Lincoln	£70 or £150***
28.4.25	3:45 - 5:30	SATs Administration	Virtual	FREE*
30.4.25	3:45 - 5:30	Preparing for the Y4 Multiplication Check	Virtual	£40
21.5.25	9:15 - 12:15	Year 2 Writing Moderation Workshops	Boston United Football Club	£70
21.5.25	1:15 - 4:15	Year 6 Writing Moderation Workshops	Boston United Football Club	£70
22.5.25	9:15 - 12:15	Year 2 Writing Moderation Workshops	The Regatta, Lincoln	£70
22.5.25	1:15 - 4:15	Year 6 Writing Moderation Workshops	The Regatta, Lincoln	£70

\*included within the Lincolnshire Statutory Assessment Service (KS1 & KS2). £40 charge, per person, for non-subscribing schools.

\*\*The Keystone Training Room based at Bourne Westfield Primary Academy. \*\*\* £150 charge includes a copy of the Year 1,3,4 and 5 Moderation Book.



PRIMARY  
ASSESSMENT  
SPECIALISTS

## Statutory Assessment Service Order Form 2024-25

Scan the QR code to complete the order form.



### Contact Information :

☎ 01778 424152 (option 3)

🌐 [www.keystoneassessment.org](http://www.keystoneassessment.org)

📍 Westbourne Park, Bourne, Lincolnshire, PE10 9QS

✂ @LincsModeration