Insight for Early Years Webinar 1st April 2025

Q and A Summary

1. **How to customise assessment terminology – can we have different terms for EYFS?**
   Your assessment terminology is determined by the mark scheme being used and these can only be amended or edited by Insight Support. Your account will have the current statutory EYFS 2021+mark scheme (emerging/ expected), the previous statutory EYFS mark scheme (emerging/expected/exceeding) and your school's main teacher judgement mark scheme. You can ask support to edit your school mark scheme – or set up a bespoke one for EYFS to use. Please use Help > Contact us to let them know the terminology you would like to use and how you would like it to evaluate – in other words colour code in red/orange/green/blue.

2. **Why do I not have an objectives tab?**
   Some schools that have been with Insight for a while may be on our old Essentials package which did not include the objectives feature. Please contact us if you would like to upgrade – there is an additional £1 per pupil cost for this.

3. **Can I upgrade to see objectives just for EYFS?**
   Upgrading to use objectives is a global feature which is either available or not so you cannot just add it for certain year groups.

4. **How do we get objectives statements added?**
   There is the option for admin users to build sets of objectives from scratch within Insight. However, most schools will ask Insight to add objectives to their account for them – you can do this by contacting us via the help button.

5. **Which objectives can we have?**
   Insight can add objectives that are freely available in the public domain such as the National Curriculum, EYFS Development Matters or Birth to 5. Please contact us if you need these adding to your account.

6. **Can we have those you have shown?**
   In the webinar you saw some objectives that were from Development Matters and these we can add for you. You also saw a set of objectives created from the guide around Characteristics of Effective Learning – if you are interested in adding these, please contact us so that we can share them with you to review

and check they will meet your needs before adding them to your account.

7. I only have Reading, Writing and Maths objectives for Years 1 to 6 – how to I get EYFS ones?
   These will need to be added to your account – please contact us and let us know if you want the objectives for Development Matters or Birth to 5.

8. **Can we add our own objectives? Can we add a developmental journal we use?**
   You can have your own programme of objectives added that reflects your curriculum planning. If you contact us, we can send you an Excel spreadsheet to share them with Insight on so that we can add them for you. If you have a set of objectives from an outside source such as a local authority programme of study or a commercial product then there will need to be some checks done on whether you have the relevant copyright permission to add them to your account. Please contact us to discuss this.

9. **How do we get to see the summative assessments on the objectives data entry screens?**
   This is something that is set up within the admin settings on your objectives – please contact us via the help button if you would like this done for you.

10. **Are objective formative assessments linked to summative judgements – automatically generating a summative assessment?**
    No, there is no algorithm in Insight that generates a summative assessment from a student's formative objective assessments. Summative assessments are always a teacher judgement. But you can edit summative assessments from the objectives entry screen if they are displayed there.

11. **How can we record reading levels and book bands?**
    You will need to have a mark scheme set up that matches your school reading scheme. We have an example of a book bands mark scheme based on the National Literacy Trust book banding scheme but often schools customise this. Please contact us to get this mark scheme and a book bands assessment added to your account so that you can record this information from the enter data tab.

12. **How can I manage the formatting of my reports?**
    Much of this is dependent on the set up of the template within Word. Page breaks can help to ensure that reports are of a consistent layout. Whilst you could fix the size of text boxes to help with this, we tend to recommend that you let staff know the maximum character count they should use in each text box

instead. This is because if the box is fixed and staff write more than fits in, the extra text will still be added to the box but disappear and often people to not notice this has happened when looking at the preview. If the box grows and makes the formatting untidy – then they will spot this and be able to rectify it. Please do contact our support team if you are having persistent issues with the formatting of reports.

13. **Does Insight use AI to generate report comments based on information in the system?**
    No – the comments in an Insight parent report need to be added by the school staff. They can type these in or copy and paste them from a comment bank that you have pre-prepared and checked.

14. **How can I change the assessment frequency to half termly?**
    The default assessment frequency in Insight is termly – if you want to add half termly assessments then an admin user of the account can change this in the admin settings. There is a help guide for this, and we would recommend checking that to be aware of the implications of any change back from half termly to termly assessment.

15. **How can I delete a learning plan I made to trial the feature?**
    Please be aware that deleting a learning plan – or a learning plan template – is a permanent option that cannot be undone. Consider archiving rather than deleting. If you do want to delete a learning plan, click to review the plan and select archive – then the option to delete the plan will be available.

16. **How do I get the to see the option to link provision effectiveness to the outcome of a learning plan target?**
    When you link the provision to the target – you need to link the specific provision group rather than just the provision type. In the provision link menu – there are black arrows beside each provision type – click this for the relevant provision and it will drop down the different groups set up to access this provision type. Put a check in the box for the group the student attends. This will then mean that you have the option to link your review of the target and effectiveness of the provision.

17. **How do we see the summary of learning plan outcomes including the % success with targets set?**
    This is accessed from the Reports tab. Select the Learning plans report option and set up the screen to see the plans you are interested in – for example from a particular year group or time period. It will default to show current plans – switch

this to see the archived plans that have been reviewed, and you will see the RAG rating for each student's plan with a count at the bottom of the page showing how effective the plans displayed have been overall.

18. Can you take the register in Insight?

No – at present if you want to use our attendance feature you need to sync your registration data from your MIS. We're considering developing this functionality in future.

19. How can I learn more about what I can do with my Insight account?

Our knowledge base includes extensive help guides and tutorials. There is a help guide that gives you links to all the webinars that Insight has run which may be useful. If you would like some training with one of our team, then you can book an online session via Insight at *Help > Getting started and training*, which will take you to our booking system where you can select a date and time to suit you.

20. Will the recording of the webinar be shared?

Yes – there will be a link to access the recording displayed within Insight, on the home page, for a short period after the session and a permanent link in the webinars help guide.