

Policy on Monitoring and Evaluation with Timetable

1 Purpose

The purpose of this Monitoring and Evaluation Policy is to ensure that both schools continue to strive to improve the quality of teaching and learning for all pupils. Continued monitoring and evaluation gives a clear picture of how each school is meeting the needs of pupils in all curriculum areas and the strategies needed to support pupils at different levels.

The monitoring and evaluation of Teaching & Learning, planning, pupils' work and assessment data enables the HT, SLT, subject leaders and teachers the opportunity to consider teaching and intervention strategies and to identify training needs.

All teaching and support staff that are involved in the delivery of core and foundation subject curriculum will take part in monitoring and evaluation.

2 Monitoring

- ❖ Monitoring and evaluation will take place in a variety of ways:-
- ❖ Lesson observations
- ❖ Learning walks
- ❖ Studying planning
- ❖ Analysing assessments and the data produced from those assessments
- ❖ Scrutinising pupils' work
- ❖ The sharing of good practice
- ❖ The School Development Plan
- ❖ Performance Management

3 Role of the Headteacher

- To plan, in consultation with the Senior Leadership Team, the annual calendar for monitoring, evaluation and assessment.
- To conduct lesson observations to support performance management or short 'drop in' monitoring visits.
- To plan observations, work scrutinies and governor visits for subject leaders.
- To monitor long and medium term plans.
- To conduct pupil progress meetings with teachers and liaise with the SENco with regard to interventions and any other support that may be required.
- To report to staff on outcomes of Target Tracker data.
- To organise performance management meetings with Teaching staff and oversee performance management of support staff.
- To report to Governors through the Teaching and Learning Committee and to answer any queries that other governors may have.

4 Role of Curriculum Leaders

The role of the curriculum leader is to monitor and evaluate their subject area(s) to ensure the quality of teaching and learning, progression and continuity by:

- Analysing Target Tracker, test results, RAISEonline for areas for development and strengths.
- Work with the HT in recommending targets for improvement and development in their subject area.
- Evaluate the previous year's actions and report to governors through the SDP.
- Observe lessons where possible, scrutinise pupils' work, talk to pupils about their learning within their subject.
- Look at teachers planning.
- Liaise with governors linked to their subject.
- Make recommendations to HT for staff training/support, additional/new resources, different focus over the year for Monitoring and Evaluation timetable and formulating any necessary action plan with SLT.

5 Governors

School governors have their part to play in monitoring and evaluation, by working with subject leaders to improve the outcomes for all pupils and to analysis school data supporting and if necessary challenging the SLT. The should also monitor the effectiveness of the school's teaching and learning through the self-review process.

6 Parents

We believe that parents have a fundamental role to play in helping their children to learn. We do all we can to inform parents about what and how their children are learning by:

- Sending information via the school website or a termly newsletter outlining the areas of skills and topics that the children will be studying at school.
- Hold parent information sessions.
- Informing parents verbally and in writing the progress made by their child and how their child can improve further.
- Explain to parents how they can support their children with homework. We suggest, for example, regular shared reading with younger children and support for older children with projects or investigative work.

We believe that parents have the responsibility to support their children and the school by implementing school policies. We would like parents to :

- Ensure that their child has the best attendance record possible.
- Ensure that their child is equipped for school with the correct uniform and PE kit.
- Do their best to keep their child healthy and fit to attend school.

- Inform school if there are matters outside of school that are likely to affect a child's performance or behaviour at school.
- Promote a positive attitude towards school and learning in general.
- Fulfil the requirements set out in the home/school agreement.

7 Future Development and Implementation

The monitoring and evaluation of teaching and learning will continue to be addressed through CPD of both teaching and support staff; this will be identified in the SDP and linked to the school budget.

The implementation of this policy is the responsibility of the Headteacher, subject leaders and all teaching staff.

Signed:

Date: September 2015

Monitoring and Evaluation Timetable

<u>Term</u>	<u>Monitoring and Evaluation</u>	<u>Person(s) Responsible</u>
Autumn 1	Performance Management for teaching staff Performance management for support staff Medium term planning TMVs (ten/twenty minute visits) Pupil Progress meetings	Headteacher (JH) Deputy Headteacher Headteacher Headteacher HT / Class teachers / SENco
2	Work sampling/talk with pupils – writing skills across the curriculum, moderation of particular genre. Literacy and numeracy co-ordinators release to observe lessons, scrutinise work, analysis data and liaise with named governors. Analysis RAISEonline data TA review meetings Pupil Progress Meetings TMVs	Headteacher / class teachers/subject leader Subject leaders Headteacher SENco Headteacher Headteacher / Dep. Head
Spring 1	Medium term planning Reading review Full Lesson Observations Performance Management /mid yr. review meetings (Otley) or TMVs (Wit)	Headteacher Subject leader Headteacher
2	Work sampling/talk with pupils – mathematics emphasis TA review meetings Full lesson Observations Performance Management/mid yr. review meetings (Witnesham) or TMVs (Otley) Subject reviews for School Development Plan Pupil Progress Meetings	Subject leader Senco Headteacher Subject leaders Headteacher
Summer 1	Medium term planning Pupil Progress meetings Agreement Trialling (writing levels) TMVs	Headteacher HT/Class Teachers/SENco HT / All teaching staff Headteacher
2	Work scrutiny (agreed focus) Pupil Progress meetings Analysis of end of year data – SATs and TA Pupil Progress Meetings	Subject leaders HT / Class teachers HT and DHTs Headteacher

Pupil progress meetings take place at the end and beginning of terms allowing for data to be added to Target Tracker. Timing of assessments may differ according to the length of each term. These may be with individual teachers or as a whole staff.