

Kirkby Malzeard CE Primary School

Policy Title: Monitoring and Evaluation

Contact Person: Andrea Peacock

Rationale:

In line with the requirements of the 'School Teachers Pay and Conditions' it is the responsibility of the head to 'keep under review the work and organisation of the school.' A major part of this task is to evaluate the standards of teaching and learning and this includes children's attainment and progress.

We need to consider;

- What are pupils doing well / not so well?
- How effective is pupil's learning and their progress?
- Are pupils attaining as well as they should be?

In order to answer these questions, monitoring procedures are an integral part of school life.

The school budget must also allow sufficient resources to enable successful monitoring.

Aims and Objectives:

In order to ensure that our pupils make good progress and attain their full potential we have a comprehensive pupil tracking and monitoring system in place. All members of staff are fully aware of this system and are involved in the monitoring process.

Monitoring includes:

- Scrutiny of planning: The head is closely involved in the long and medium term planning as are all teaching staff. Short term planning is for the professional judgement and use of the individual teacher. Subject leaders monitor planning in conjunction with the scrutiny of pupils work to ensure coverage of the curriculum and pupil attainment.
- Classroom observations: These form part of a whole school process. The head teacher monitors lessons of all teachers in literacy and numeracy. Subject leaders are encouraged to observe children and each other and a monitoring rota for the Core and Foundation subjects is built into the School Improvement Plan. An agreed focus is set for observations and a reporting format is provided to ensure accurate, supportive feedback. Individual teachers' talents are employed to inform and support other members of staff.

- Analysis of data: Foundation Stage Profile materials, KS1, Optional and KS2 SAT's, along with NFER tests provide data for scrutiny. Through this data, resources are targeted; areas for development identified and further planning implemented. Graphing scores and tracking pupils provides evidence of progress, areas to develop, gender issues and other evidence to inform future target setting.

Roles and Responsibilities:

- The head teacher is responsible for ensuring the full implementation of the Monitoring and Evaluation Policy within school.
- Subject Leaders are responsible for monitoring and evaluating the progress in their subject areas.
- The Governing Body is responsible for monitoring the implementation of this policy and for monitoring and evaluating the effectiveness of this school.
 - To this end Governors visit the school and observe classrooms and play areas and lessons including 'health and safety issues'.
 - A Governors visit policy and lesson observation form is to be adhered to for all lesson observations.
 - Governors are responsible for giving feedback to the individual teacher and head teacher and also for reporting to the Governors' meetings.

Action to be taken:

We are aware of the need to review our Monitoring and Evaluation policy regularly to ensure that systems are in place to allow all of our pupils to achieve their full potential.

Who will be responsible for monitoring this policy? Head Teacher and Governing Body

Adopted by Governing Body (Date:).....

Review Date: