



Sign:

Date: March 2023

Review: March 2025 or sooner if required

Monitoring and Evaluation Policy

Introduction:

Monitoring is the means by which we gather information. Evaluation is the judgement on the effectiveness of actions taken, based on their impact on the quality of children's learning. Monitoring and evaluation are part of a planned process, involving a range of different people and activities over the course of the school year.

Purposes:

- To ensure the best possible standards of teaching and learning.
- To ensure that pupils progress and develop.
- To ensure the best possible standards of pupil performance.
- To ensure that the school provides a positive and pleasant learning environment.
- To ensure that school policies are observed and followed.
- To ensure that children have a positive attitude towards their work and that their behaviour is good.
- To support teachers to identify performance management developmental needs.
- To generate appropriate school development priorities.

Principles:

- It involves the head teacher, staff and governors.
- Everyone is clear about his or her role in the process.
- Everyone understands the process.
- The system is manageable.
- We will work to agreed criteria.

What we will monitor:

- Teaching and Learning and how effective we are in meeting the requirements of the children and the National Curriculum.
- Standards of work and progress.
- The learning environment.
- The attitudes, behaviour and general discipline of the children.
- The aims of the school and how we are achieving them.
- The curriculum, assessment and record keeping.

How we will monitor:

- Peer support - sharing good practice, observing learning
- Subject leaders regularly review children's work
- Data from Teacher Assessment and tests
- Governor's visits & reports to Governors
- School self evaluation
- Individual & group records
- Schemes of work
- Provision map

- County Annual Review Visit & report

Roles and Responsibilities:

The Governing Body:

The governing body considers the information presented to them by the Headteacher and uses it to celebrate achievement and to ask challenging questions about the information and, where appropriate, to press for improvement in pupil performance.

It is the responsibility of the governing body to ensure that:

- It regularly receives monitoring information at the agreed times and considers its implications;
- Review and planning take full account of the data for monitoring;
- Monitoring and evaluation are built in as a follow up to major decisions;
- The annual report to parents informs parents about the school's programme of monitoring and summarises what it is currently saying about performance;
- Monitoring and evaluation are used to establish targets for continuing improvement.

The Head and Deputy Head:

It is the responsibility of the Head/Deputy Head to:

- Clarify what the monitoring and evaluation system is within the school;
- Ensure monitoring responsibilities are carried out at each level;
- Ensure that data generated is collated, analysed and used both to review progress and achievement and to inform future planning;
- Report to the governing body on a termly basis, helping the governors to use the information appropriately.
- To oversee the review of the effect of changes to planning, teacher practice and resourcing the school.

Subject Leaders:

- To ensure coverage and continuity of the curriculum, in line with National Curriculum requirements;
- Analyse and interpret performance data in their subject, where appropriate;
- Identify issues arising from the performance data and gather further information from teachers etc. as a means of illuminating those issues;
- Revise policies and schemes annually with reference to feedback from their monitoring and evaluating activities.

Class Teachers:

- Prepare annual, medium and short term plans;
- Assess children and record and report results according to the school policy;
- Help the subject leader gather any necessary data for monitoring;
- Consider analysis of the data and possible implications with the subject leader.
- Effect changes proposed by the subject leader in the school development plan and help evaluate them.