



# Monitoring and Evaluation Policy

Issue No 37

Date 26.06.14

## Rationale

At Scott Lower School we plan teaching and learning with a view to enabling each child to seek the highest level of personal achievement. To ensure that this happens, we regularly monitor the actions we have taken, so that we are in a position to make a judgement about how effective these actions have been. This gives us information on which we can base future decisions about the development of our school.

Monitoring is the means by which we gather information. We do this systematically across a range of activities within our school.

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 and involves a range of different people over the course of a school year

## Monitoring and Evaluation activities

### Monitoring the 'Quality of Teaching'

The Head Teacher will observe all teachers and support staff during the course of the year, this forms part of the Performance Management process. The criteria used and the focus for the observations will be agreed and observation dates will be set in advance. The observation will be followed as soon as possible by written feedback and discussion. The Head Teacher will note the strengths of the teaching and any areas for development. If necessary the areas for development can be built into the school's 'Continuing Professional Development Programme'.

In addition to the Head Teacher observations, Subject Leaders will possibly observe teaching of their subject across the school, if this area has been identified as a priority in the School Development Plan. All support staff are extremely valued within our school, and as such, they receive regular training.

### Monitoring the 'Quality of Children's Learning'

In the course of their lesson observations the Head Teacher and Subject Leaders will gather evidence about the children's attitudes to work and the standards that they are attaining in lessons. Subject Leaders will undertake scrutinies of work during the year. This will involve sampling work from a range of abilities within each class and will focus on "differentiation", 'continuity', 'coverage', 'marking', 'presentation' and 'progression'. They will also undertake Pupil Perception Interviews. (See Subject Leaders' monitoring calendars).

Whole school moderation of writing and maths will take place each term on a planned cycle of subjects, along with members of staff from our local middle school and an additional lower school.

### Monitoring the 'Quality of Teacher's Planning.'

The Head Teacher will monitor teacher's medium term planning each term. Subject Leaders will also monitor planning, staff will receive feedback from this and where, appropriate will be provided with a list of necessary actions. If appropriate the Subject Leaders will note any common issues and pass the information to the Head Teacher.

### Monitoring the 'School Development Plan'

The Head Teacher will provide the Governing Body with a termly 'Head Teacher's Report' in which progress against the targets/objectives within the School Development Plan will be identified. Governors are linked to each priority included in the School Development Plan Governors and they will make termly visits to the school and the focus for this will be agreed in advance. Objectives from the School Development Plan will also be discussed, monitored and evaluated through the Governing Body Committees. This will give Governors a clear view of the school's strengths and areas for further development.

### **Monitoring the 'Standards'**

In the Autumn Term we will:

Analyse how well we are doing and how we compare with other schools locally and nationally.

Examine trends in our school performance. (Standards and Value Added)

Ask what more we can do to improve our performance.

Agree what actions must be taken to ensure that our performance improves.

Set targets for individual pupils in Reading, Writing and Maths.

In order to carry out this analysis and target setting activity, we will use the LA Profile, Raiseonline information and information generated from Targsats and the end of year foundation stage results.

The Governors of the Teaching and Learning Committee will monitor standards and progress towards end of year targets on a half termly basis.

### **Monitoring the 'School Budget'**

The Head Teacher will provide the Governor's Finance Committee with a monthly budget update. This will allow the Governors to monitor and evaluate spending patterns against the priorities identified within the School Development Plan.

### **Monitoring and Evaluation as part of the 'Performance Management Process'**

The Performance Management framework will provide additional opportunities for areas of strength and areas for development to be discussed with individual teachers. The targets identified for Performance Management will be linked to the School Development Plan. Support Staff, office staff, lunchtime supervisors and the Site agent and premises staff will also be involved in the Performance Management process.

This policy needs to be read in conjunction with the Teaching & Learning, Gifted & Talented, Performance management Policy, Classroom Environment Policy & Equal Opportunities Policy

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### **Equal Opportunities**

Scott Lower School is committed to working towards equality of opportunity for all children regardless of age, ability, gender, race and social circumstances. All pupils are of equal value and have the same right to take part in the varied activities and opportunities wherever possible. All opportunities for learning should be offered in a way which allows all children access and the ability to progress at their stage of understanding.

### **Disability Discrimination**

Scott Lower School is committed to having due regard to the following

The Equality act 2010 places a duty on all public authorities, including schools, when carrying out their functions, to have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.