



'Valuing Learning, Learning to Value'

Yorkley Primary School Monitoring, Evaluation and Review Policy

Policy Status

Non - Statutory

Introduction

Monitoring, evaluation and review are central to the working of any school if it is to develop and progress. As far as is possible, it should be conducted in an atmosphere of professional support and respect, with the aim of spreading good and outstanding practice. It should:

- ✓ Enable the school to understand its practice and what to improve next, when and how
- ✓ Empower middle leaders to ensure all staff develop professionally, have a clear focus and keep standards high
- ✓ Identify progress and success thereby keeping Yorkley's morale and motivation high
- ✓ Provide the SLT (Senior Leadership Team) with evidence-based information for Governors, parents and the LA, giving a robust overview of progress, standards, strengths and areas for development - all of which should be reflected in the school evaluation form (SEF)
- ✓ Establish a set pattern of monitoring which is practical, useful and realistic
- ✓ Inform the target-setting process, performance management and Yorkley's School Development Plan

Organisation

Monitoring, evaluation and review is carried out by:

- Headteacher / SLT
- Subject leader
- Class teacher
- Governors
- Pupils
- Parents

(See appendix 1 - Monitoring overview
appendix 2 - Monitoring and self-evaluation schedule).

Evaluation

Information gathered is discussed and appropriate reports are written.

(See appendix 3)

Feedback should be prompt, honest and build on the positive, as well as agreeing next steps. It may be possible to identify appropriate INSET or 'model' lessons and joint planning sessions. In rare cases the Headteacher may need to meet with an individual teacher to discuss performance, and this should result in support and clear target-setting for improvement within a reasonable time frame.

Consultation

Staff and Governors were consulted during the writing of this policy

Links with other policies

This policy should be read in conjunction with the following policies:

- Assessment
- Attendance
- Behaviour, Rewards and Sanctions
- Capability of Staff
- Complaints
- Disability and Equality
- Early Years Foundation Studies
- Educational Visits
- Exclusions
- Home School Agreement
- Homework
- Marking
- Nurture
- Special Educational Needs
- Teaching and Learning

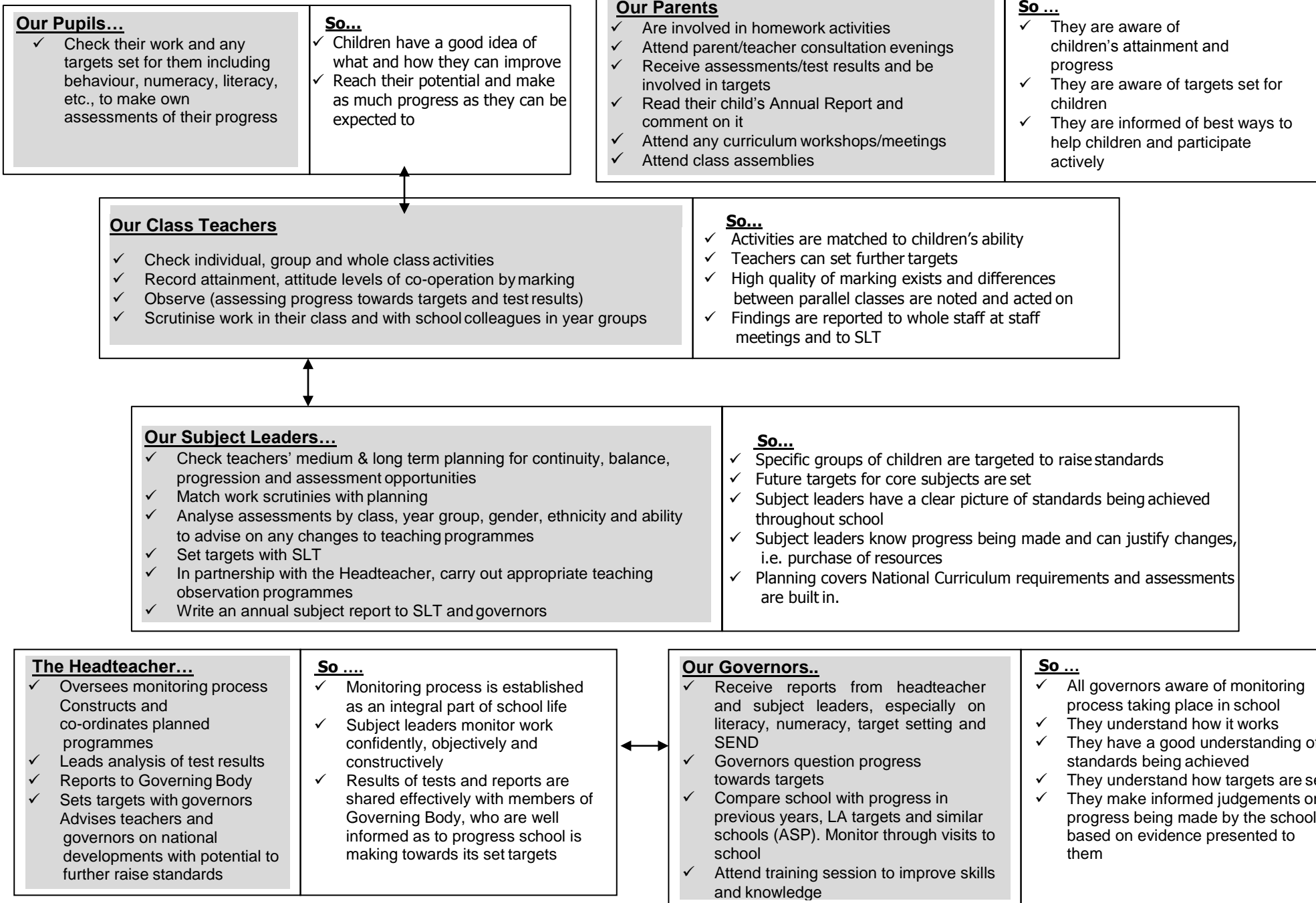
Policy Evaluation and Review

Compiled by: All staff

Agreed by Governors: Sep 2018

Date for review: June 2020

Yorkley School MONITORING OVERVIEW (provision boxes are shaded, outcomes non shaded) Appendix 1



Yorkley Primary School Monitoring & Self-Evaluation Schedule (Appendix 2)

	Headteacher/SLT	Subject Leader as per schedule	Class Teacher	Governors
Autumn Term 1	Formal lesson observations /book look <input type="checkbox"/> Performance Management targets set <input type="checkbox"/> Overview of SEN provision. Ensure website is up to date. <input type="checkbox"/> Census <input type="checkbox"/> Data / Understand year group trends. (English / Maths) – NFER / SATS <input type="checkbox"/> Review and update SEF <input type="checkbox"/> Review relevant SDP areas <input type="checkbox"/> Monitor Attendance <input type="checkbox"/> Monitor vulnerable children and safeguarding arrangements <input type="checkbox"/> Monitor environments / maintaining high expectations <input type="checkbox"/>	SENCO – Monitor SEN provision, report to HT <input type="checkbox"/> Data / Understand year group trends. (English / Maths) (NFER / SATs analysis) <input type="checkbox"/> Subject action plans updated and shared with all leaders <input type="checkbox"/> Subject leaders to monitor subject. Areas Linked to SDP meet with link governor: English <input type="checkbox"/> Maths <input type="checkbox"/> Other (SDP linked) <input type="checkbox"/>	*Hand over meetings and 3 days of transition took place in July ensuring judgements were robust and agreed by the new teacher. Evaluate pupils’ learning /respond to SDP/class priorities. <input type="checkbox"/> SEN ‘My Plans’ reviewed (end of term 1) <input type="checkbox"/> Parent consultations reception parents <input type="checkbox"/> Baseline EYFS data (NFER) <input type="checkbox"/>	FGB Meeting – assign link governors <input type="checkbox"/> Review relevant SDP areas Monitor/Discuss SEF <input type="checkbox"/> HT Performance Management <input type="checkbox"/> SEN Governor meet with SENCO write annual report <input type="checkbox"/> Link Governors reports for: Governors H&S walk <input type="checkbox"/>

	Headteacher/SLT	Subject Leader as per schedule	Class Teacher	Governors
Autumn Term 2	Monitor Senco Role. <input type="checkbox"/>	SENCO – Monitor SEN provision map. (Collate all info from staff) – <input type="checkbox"/>	Evaluate pupils' learning /respond to SDP/class priorities. <input type="checkbox"/>	Curriculum and Standards Committee <input type="checkbox"/>
	Annual evaluation of standards/updating SEF – linked to published data (ASP) <input type="checkbox"/>	Attend SLT meeting to update <input type="checkbox"/>	SEN 'My Plans' set new targets. Update Provision maps. <input type="checkbox"/>	Sub committees including recommendations for Staff Performance Pay <input type="checkbox"/>
	Analyse internal data (Insight) <input type="checkbox"/>	Analyse EYFS baseline <input type="checkbox"/>	Parents Evening <input type="checkbox"/>	FGB Meeting (Link Governor Reports & HT report) <input type="checkbox"/>
	Update SDP to include middle leaders action plans <input type="checkbox"/>	Subject leaders to monitor subject and meet link Governor: <input type="checkbox"/>	PM benchmark to be completed (by half term) <input type="checkbox"/>	Input into SDP implementation <input type="checkbox"/>
	Book look <input type="checkbox"/>	EYFS <input type="checkbox"/>	Insight updated (end of term) <input type="checkbox"/>	Link Governors reports for:
	Monitor Attendance <input type="checkbox"/>	Other (SDP linked) <input type="checkbox"/>		EYFS <input type="checkbox"/>
	Monitor vulnerable children and safeguarding arrangements <input type="checkbox"/>			English <input type="checkbox"/>
		Maths <input type="checkbox"/>	Maths <input type="checkbox"/>	
		English <input type="checkbox"/>	Other (SDP Linked) <input type="checkbox"/>	
			Annual 175 Safeguarding Audit with HT and staff <input type="checkbox"/>	

	Headteacher/SLT	Subject Leader as per schedule	Class Teacher	Governors
Spring Term 1	<p>Census (January) <input type="checkbox"/></p> <p>Lesson observations (SMT) Work Trawl with subject leader/class teacher. (March mid-review/Perf. Man link)/ staff consultation to monitor SDP <input type="checkbox"/></p> <p>Informal staff personal consultation if required <input type="checkbox"/></p> <p>PP meetings with HT/SLT/Subject leader <input type="checkbox"/> Year group – % at ARE <input type="checkbox"/></p> <p>Monitor Attendance <input type="checkbox"/></p> <p>Monitor vulnerable children and safeguarding arrangements <input type="checkbox"/></p> <p>Booster booked in, where needed <input type="checkbox"/></p>	<p>SENCO – Monitor SEN provision. Ensure info ready for Census. Report to HT <input type="checkbox"/></p> <p>Subject leaders to monitor subject and meet with link governor:</p> <p>Science <input type="checkbox"/></p> <p>Other (SDP linked) <input type="checkbox"/></p> <hr/> <p>Maths: (Pupil Conferencing meetings) <input type="checkbox"/></p> <p>English (Pupil Conferencing meetings) <input type="checkbox"/></p> <p>Booster discussed and planned, if needed <input type="checkbox"/></p>	<p>Evaluate pupils' learning /respond to SDP/class priorities. <input type="checkbox"/></p> <p>SEN 'My Plans' review / set new targets. <input type="checkbox"/></p> <p>EYFS parent consultations <input type="checkbox"/></p>	<p>FGM Meeting / Monitor SDP implementation. <input type="checkbox"/></p> <p>Curriculum and Standards Committee <input type="checkbox"/></p> <p>Link Governors reports for:</p> <p>Science <input type="checkbox"/></p> <p>Other (SDP linked) <input type="checkbox"/></p> <p>Governors H&S walk <input type="checkbox"/></p>

	Headteacher/SLT	Subject Leader as per schedule	Class Teacher	Governors
Spring Term 2	SEN Provision review <input type="checkbox"/> Update SDP <input type="checkbox"/> Pupil voice for SDP priorities <input type="checkbox"/> Monitor Attendance <input type="checkbox"/> Monitor vulnerable children and safeguarding arrangements <input type="checkbox"/> Monitor whole school monitoring process <input type="checkbox"/>	SENCO – Monitor SEN provision, report to HT <input type="checkbox"/> Subject leaders to monitor subject <hr/> Maths <input type="checkbox"/> English <input type="checkbox"/> Review Action plans and give to HT. <input type="checkbox"/>	SEN ‘My Plans’ review / set new targets. <input type="checkbox"/> Sept – Feb Interim Reports <input type="checkbox"/> Parent drop-ins <input type="checkbox"/> PM benchmark to be completed (by half term) <input type="checkbox"/> Repeat EYFS data (NFER) To measure progress. <input type="checkbox"/> Insight updated (end of term) <input type="checkbox"/>	FGB Meeting (Link Governor reports & Head Teachers report) <input type="checkbox"/> Governors SFVS to be submitted <input type="checkbox"/> Attend parents evening and evaluate parent questionnaire responses (March) <input type="checkbox"/> Link Governors reports for: English <input type="checkbox"/> Maths <input type="checkbox"/> SEN Governor meet with SENCO <input type="checkbox"/>

	Headteacher/SLT	Subject Leader as per schedule	Class Teacher	Governors
Summer Term 1	Census (May) <input type="checkbox"/> PP meetings with HT/SENDCo /Subject leader Year group – % at ARE <input type="checkbox"/> Pupil voice for SDP priorities <input type="checkbox"/> Monitor Attendance <input type="checkbox"/> Monitor vulnerable children and safeguarding arrangements <input type="checkbox"/>	SENCO – Monitor SEN provision and report to HT <input type="checkbox"/> Moderate EYFS – cluster And LA <input type="checkbox"/> Subject leaders to monitor subject and meet with link governor: EYFS <input type="checkbox"/> Other (linked to SDP) <input type="checkbox"/>	SAT's Week – Year 6's <input type="checkbox"/> SAT's Weeks – Year 2's <input type="checkbox"/>	FGM Meeting / Monitor SDP implementation. <input type="checkbox"/> C&S meeting – data and predictions / National updates <input type="checkbox"/> Link Governors reports for : EYFS <input type="checkbox"/> Other (linked to SDP) <input type="checkbox"/> Governors H&S walk <input type="checkbox"/>

	Headteacher/SLT	Subject Leader as per schedule	Class Teacher	Governors
Summer Term 2	SEN Provision Map for Sept entry (SENCO) / liaise with SEN Governor <input type="checkbox"/>	SENCO – Monitor SEN provision / liaise with Gov / HT <input type="checkbox"/>	Written reports to parents <input type="checkbox"/>	FGB Meeting (Head Teachers Report) – Think about link Governor roles for September <input type="checkbox"/>
	Check coverage of Statutory requirements - all subjects <input type="checkbox"/>	Check coverage of Statutory requirements - subject leaders <input type="checkbox"/>	Evaluate pupils' learning and respond to SDP/class priorities. <input type="checkbox"/>	Governors review SDP ready for new priorities <input type="checkbox"/>
	Monitor impact of SDP implementation. <input type="checkbox"/>	Subject evaluation to inform new action plan <input type="checkbox"/>	SEN 'My Plans' review / set new targets. <input type="checkbox"/>	SEN Gov to complete end of year report. <input type="checkbox"/>
	Pupil/Parent Voice (Year 6 Exit interview) <input type="checkbox"/>	Audit resources / order <input type="checkbox"/>	Audit and order resources <input type="checkbox"/>	Link Governors reports for: <input type="checkbox"/>
	Monitor Assessment arrangements – robust across the school when formal tests taking part <input type="checkbox"/>	Moderate across year groups <input type="checkbox"/>	Phonics assessments – Year 1/2 <input type="checkbox"/>	Other (linked to SDP) <input type="checkbox"/>
	Verify end of year results <input type="checkbox"/>	Internal / External moderation maths / English <input type="checkbox"/>	Moderate results <input type="checkbox"/>	
		Subject leaders to monitor subject and meet with link governor: <input type="checkbox"/>	Class handover / data <input type="checkbox"/>	
		English <input type="checkbox"/>	PM benchmarking <input type="checkbox"/>	
		Maths <input type="checkbox"/>	KS1 / KS2 data / EYFS to be submitted to LA <input type="checkbox"/>	
		Science <input type="checkbox"/>	Update Insight <input type="checkbox"/>	
		Other (linked to SDP) <input type="checkbox"/>		

Nature	Meeting with Subject Leader (Governors)	Plans	Observation	Work Scrutiny	Data Analysis	Focus Walk	Qu'aire	Other
<p>Area of Focus</p> <p>(Is it a SDP focus?)</p> <input data-bbox="113 584 169 633" type="checkbox"/>	<p><u>Aim of Visit</u></p> <hr/> <p><u>Preparation:</u></p>							
<p>Evidence Collected</p> <p>Things to consider:</p> <p>Questions? Groups of children i.e. PP / SEN / G&T SMSC</p>								
<p>Challenge</p>								
<p>Impact</p>								

Nature	Meeting with Subject Leader	Plans	Observation	Work Scrutiny	Data Analysis	Focus Walk	Qu'aire	Other
Area of Focus (Is it a SDP focus?) <input type="checkbox"/>								
Evidence Collected								
	Clear LO							
	Clear Success Criteria							
	Evidence of Key Questions							
	Evidence of Differentiation SEND / G&T							
	Evidence of SMSC							
	Reference to CT TA support or independent work							
	Resources							
	Homework Links							
	PP spending (If relevant)							
Other								
Next Steps								
Impact								

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<p>Area of Focus</p> <p>(Is it a SDP focus?)</p> <input type="checkbox"/>																				
<p>Evidence Collected</p>	<table border="1" data-bbox="240 875 1422 1160"> <thead> <tr style="background-color: #92d050;"> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>Presentation / Layout in line with policy</td> <td></td> </tr> <tr> <td>Clear links to LO and Success Criteria in planning</td> <td></td> </tr> <tr> <td>Feedback – Marking</td> <td></td> </tr> <tr> <td>Progress / next steps</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </tbody> </table> <p>Notes:</p>										Presentation / Layout in line with policy		Clear links to LO and Success Criteria in planning		Feedback – Marking		Progress / next steps		Other	
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<p>Impact</p>																				

Nature	Meeting with Subject Leader	Plans	Observation	Work Scrutiny	Data Analysis	Focus Walk	Qu'aire	Other
<p>Area of Focus</p> <p>(Is it a SDP focus?)</p> <input data-bbox="113 562 169 611" type="checkbox"/>								
<p>Evidence Collected</p>	<p><i>(Data Table and relevant questions to be added in or extra sheets attached)</i></p>							
<p>Next Steps</p>								
<p>Impact</p>								

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<p>Area of Focus</p> <p>(Is it a SDP focus?)</p> <input data-bbox="113 622 169 674" type="checkbox"/>								
<p>Evidence Collected</p>								
<p>Next Steps</p>								
<p>Impact</p>								