

## **Monitoring and Evaluation Policy**

This policy is a whole school policy including EYFS

### **1 Introduction**

**1.1** In our 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.

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

**1.3** Evaluation is the judgement on the effectiveness of actions taken, based on their impact on the quality of children's learning.

**1.4** Monitoring and evaluation in our school are part of a planned process and involve a range of different people over the course of a school year.

### **2 Monitoring and evaluation framework**

**2.1** We use a five stage approach for evaluating performance, planning, taking action and monitoring progress. The components are:

- how well are we doing?
- How do we compare nationally?
- what more should we aim to achieve?
- what must we do to make it happen?
- taking action and reviewing progress.

### **3 Monitoring and evaluation activities**

**3.1** This framework allows us to systematically gather evidence across a range of activities. This evidence allows us to evaluate the impact of our actions and progress towards our targets.

#### **3.2 The quality of teaching**

The principal aims to observe all teachers working with classes at least once a year. The criteria that we use have been agreed by all teachers, and are part of our teaching and learning policy. Teachers negotiate the observation date and the focus. The teacher and the observer follow the observation with a discussion. The observer notes the strengths and areas for development, and gives a copy of this information to the teacher. The principal builds the development points into the school's continuing professional development programme.

**3.3** The subject leader observes a range of relevant teachers over the course of the year as they teach the subject in question. Subject leaders monitor the quality of teaching in their subject and select a specific focus for the observation.

#### **3.4 The quality of children's learning**

In the course of their lesson observations, the Principal, deputy Principal, and subject leaders gather evidence about the children's attitudes to work and the standards that they

are attaining in lessons.

### **3.5 The standards attained by children**

In the course of their lesson observations, the Principal, Head of Studies and subject leaders gather evidence about the standards that the children are attaining in lessons. This involves the sampling of children's work from a range of abilities within each class. We also conduct whole staff monitoring sessions, especially for literacy, over the course of the year

### **3.6 The quality of teachers' planning**

Planning is seen and evaluated during observations and during planning checks over the year.

### **3.7 The targets set for children's learning**

All children have personal learning goals for literacy and numeracy on their 'my voice' sheets. The teacher reviews these when appropriate, depending on the age of the child. The teacher reviews the children's attainment at the end of each school year and sets the targets for the end of the next school year.

## **4 Monitoring and evaluation – key tasks**

### **4.1 In the year we ask ourselves two key questions:**

- How well are we doing?
- How do we compare nationally?

### **4.2 We review progress by:**

- monitoring and evaluating the progress of individual children;
- monitoring and evaluating the progress of cohorts of children.
- In light of this information we will review our practices and the policy in one year's time.

## **5 Monitoring and review**

### **5.1 This policy is the principal's ongoing responsibility and they review its effectiveness annually in consultation with the staff.**

**Signed:**

**Date:**