CHRIST CHURCH FIRST SCHOOL

-Monitoring and Evaluation Policy-

Headteacher: Mrs A Graham

Chair of Governors: Mr M Bird

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Monitoring and Evaluation Policy

This policy covers all monitoring and evaluation activities carried out in school by school staff, members of the Local Governing Committee, members of the Trust school or Board as well as any outside agencies working alongside the school for school improvement purposes.

Limitations

Members of the Local Governing Committee or Trust Board will not be invited to make judgements about the quality of education in the school. They will be invited to take part in evaluation activities to inform their understanding of the work of the school and this will be done in conjunction with school staff and SLT.

Purpose of the policy

This policy outlines how the monitoring and evaluation process will be conducted in school, the frequency and the outcomes. This is designed to reduce stress for staff as the whole school year will be planned in advance and will consider any "pinch points" in the school year.

Monitoring and Evaluation Activities

In order to establish the effectiveness of the work of the school, the following activities will be undertaken throughout the academic year:

- Lesson observation
- Work scrutiny
- Planning scrutiny
- Learning walks
- Reviews of displays
- Subject-specific audits
- Deep dives
- Data analysis
- Pupil progress meetings
- Pupil voice
- Parent voice
- Staff voice
- Link governor meetings & reports

Documentation

Supporting documentation to assist staff in carrying out these activities will be provided to all teaching staff. To ensure consistency, we will use these documents for all subject areas and regardless of who is carrying out the monitoring/evaluation activity.

Schedule of activity

Activity	Frequency	Persons involved
Lesson observation	Termly (1st half term)	AG + relevant subject leads
Work scrutiny	½ termly	All staff
Reading review	Annually - February	RD/AG + class teachers
Planning scrutiny	weekly	AG or subject leads
Learning walks	½ termly unannounced	AG + relevant subject leads
Reviews of displays	½ termly	All staff
Subject-specific audits	1 per year per subject	Subject leads
Subject action plans	Annually - October	Subject leads
Deep dives	2 per year	SAB + subject leads
Data analysis	Termly (2nd half term)	AG/RD/JH/SAB/EM/AR
Pupil progress meetings	Termly (2nd half term)	AG + class teachers
Pupil voice	Termly (end of 2nd half)	SAB/AG + relevant subject leads
Parent voice	Annually (Summer)	AG/SAB
Staff voice	Annually	AG + LGC
Parent Consultation evenings	Termly	All staff
Link governor meetings	Termly	All subject leads/AG/NB
LGC subject reports	Annually (summer)	
LGC meetings	2 x per year (Aut & Spr)	All teaching staff

Deep Dives

The school will carry out 2 Deep Dive activities per year. One will always focus on reading and will be conducted in February each year.

The second could be in any subject area and this will be established by the Headteacher and supported by SA Barr. The subject lead will be given sufficient preparation to complete the tasks required. All staff will be involved in the Deep Dive and will be expected to provide work and evidence to support the subject lead to carry out the activity. This will take place in the Summer term.