



## Elm Tree Community Primary School

### Monitoring & Evaluation Policy

#### **Introduction**

At Elm Tree Primary School we plan teaching and learning with a view to enabling each child to seek the highest level of personal achievement.

Our school improvement is informed by our School Development Plan (SDP). To ensure 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**

Monitoring is the means by which we gather evidence. We do this systematically across a range of activities within our school and this evidence allows us to evaluate the impact of our actions and progress towards our targets. We believe that effective monitoring should:

- Promote excellent learning and teaching throughout the school;
- Ensure excellent planning and delivery of the curriculum;
- Identify the strengths and needs for professional development;
- Offer an opportunity to celebrate success and make progress;
- Provide information to support self-evaluation;
- Ensure consistency throughout the school;
- Ensure that every child is making good progress and is appropriately challenged to reach their full potential.

#### **Evaluation**

Evaluation is the judgement on the effectiveness of actions taken, based on their impact on the quality of children's learning. Monitoring and evaluation in our school is part of a thoroughly planned process that involves a range of stakeholders over the course of an academic year. At Elm Tree we follow a planned cycle of school self-evaluation. This ensures that all aspects of the school's performance are systematically and regularly reviewed as part of an annual cycle. A timeline for subject leaders outlining monitoring and evaluation is in place. This is used to inform our whole school monitoring and evaluation process.

## **Monitoring & Evaluation Roles and Responsibilities**

### **Headteacher & Team Leaders**

It is the job of these to ensure all staff, Governors and stakeholders understand that the purpose of monitoring and evaluation is to enable Elm Tree Primary School to develop and improve.

- To identify areas that needs to be monitored; -
- To delegate monitoring and evaluation activities to the appropriate level with clarity of expectations and outcomes to be achieved;
- To carry out monitoring and evaluation activities which cannot be delegated and are the responsibility of the Leadership Team (e.g. Teacher Appraisal, budget monitoring);
- To ensure that the data generated from monitoring and evaluation is collated, analysed and is used to review progress, recognise achievement and inform future planning;
- Report to the appropriate audience, including the Governing Body, on what the data is showing and how the information can be used to best advantage;
- Ensure that pupil performance data is collected, analysed and used to inform target setting.

### **Subject Leaders and Teaching & Learning Responsibility Post holders (TLR's)**

TLR staff at Elm Tree ensure that colleagues and team members understand that the purpose of monitoring and evaluating is about recognising achievement and areas for development; and they carry out those monitoring and evaluation activities which are delegated to them as part of their roles and responsibilities.

#### **The Governing Body**

The Governing Body at Elm Tree agree, in consultation with the Head Teacher, the areas which need to be monitored and evaluated. It is also their responsibility to;

- Support and reinforce the view that the purpose of monitoring and evaluation is to enable the school to develop, recognise achievement and sustain continuous progress;
- Receive monitoring and evaluation data at agreed times and in the agreed format in order to review the information and consider its implications;
- Use a summary of some the monitoring and evaluation data to inform parents about the school's progress and performance;
- Ensure that monitoring and evaluation are used to establish realistic targets for continuous improvement and school development.

The Governing Body have their own Governing Body monitoring policy which details, how and when Governors work alongside SLT and TLR post holders to monitor the quality of standards and provision here at Elm Tree.

### **The Quality of Teaching**

The Headteacher (HT) and Team Leaders observe all teachers working with classes at least three times per year. Teachers agree the observation date and the focus. This focus is linked to the school development plan, performance management/teacher appraisal of the teacher or an agreed whole school issue. 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 Team Leaders builds the development points into the school's continuing professional development programme and School Improvement Plan. An Advisor meets with the Head and Team

Leaders to monitor the quality of teaching and learning as appropriate, but at least annually. These visits support schools' ability to identify whole school strengths and weaknesses and this forms part of the School Development Plan.

Monitoring activities for support staff are agreed according to identified need or areas for development. This is part of their performance management structure and/or as part of the school improvement process. This evidence will be discussed at whole school and individual progress meetings. It will help us to make evaluations about the impact of the School Development Plan and continually develop the school improvement process.

Evidence about standards and progress are carried out by a scrutiny of the children's work. This involves the sampling of children's work including those below expectations, in line within expectations and above expectations within each class, this sampling of work will also include examples from children in a variety of identified vulnerable groups e.g. pupil premium, gender, ethnicity.

Staff will use the evidence of this to inform teaching and learning and future planning. Outcomes from standards monitoring will be used by Team Leaders to set priorities for school improvement.

The Head Teacher gives the Governors a termly report in which she identifies progress against the targets within the School Development Plan. The Head Teacher also supplies the Governors with termly budget updates. This allows the Governing Body to monitor and evaluate spending patterns against the priorities for improvement identified in The Plan.

Governors have a clear view of the school's strengths and areas for development.

### **Subject/Curriculum Monitoring**

The Team Leaders and Subject Leaders monitor subject areas through lesson observations, pupil voice conferencing, scrutiny of work and standards. Subject Leaders carry out a subject audit annually and make a judgement about attainment in their subject areas. Each Subject Leader also keeps an up to date folder containing information regarding their subject area.

### **Monitoring and Evaluation as Part of the Teacher Appraisal Cycle**

The Teacher Appraisal Cycle led by the Head Teacher and Team Leaders provides a framework for implementing the processes of objective setting, planning, monitoring and evaluation from the School Improvement Cycle for all teachers and support staff on an annual basis. Ofsted School Self Evaluation Form (SEF) The SEF form will be up dated by the Head Teacher at least termly, she uses all the monitoring and evaluation evidence available to her to complete the SEF as accurately as possible. The School Improvement Advisor (SIA) and Governing Body monitor the SEF with the Head Teacher at least annually.

### **General Data Protection Regulation**

The General Data Protection Regulation provides a framework to ensure that personal information is handled properly. Personal information in school is managed in accordance with the requirements of the General Data Protection Regulation (GDPR). For further details of how we manage personal data, please see our privacy notice, which can be found on our school website.