



## St. Mary's Catholic Primary School

*At St. Mary's we live and learn, sharing God's love.*

### MONITORING AND EVALUATION POLICY

We believe it is essential that the quality of teaching and its impact on children's learning is both regularly monitored and evaluated throughout the school.

Monitoring will be undertaken by:

- Headteacher
- Senior Leadership Team
- Subject Coordinators
- Governors
- Local Authority

#### **Aims**

- To ensure that both teaching and learning are regularly monitored throughout the school
- To have in place a robust, termly system for monitoring and evaluating
- To have in place a system for evaluating performance, target setting, planning, taking action and monitoring progress

#### **Quality of Teaching**

The quality of teaching is observed by the Head teacher, Deputy head teacher, Assistant head teacher, subject leaders and Local Authority representatives using the following criteria:

- timetable for observing teaching
- the focus of the observation
- an agreed format for recording the observation
- an agreed format for giving feedback on the observation
- an agreed timescale for any development points to be actioned and their implementation monitored

#### **Quality of Children's Learning & Standards Attained**

- Termly book, planning and assessment scrutinies are undertaken by the head teacher, deputy head teacher, Assistant head teacher and/or subject leaders
- Evidence is gathered during lesson observations of pupil's attitudes to work

### **Quality of Teachers' Planning**

- Planning is monitored by department coordinators and subject leaders
- Planning is uploaded onto Teacher Share each Friday for the week just taught
- Any member of the SLT can request to see planning at any time

### **Targets**

- Targets are set and regularly reviewed for each pupil in reading, writing and maths
- Targets set in the SIP are monitored by Governors when they visit the school and from meetings with the Head teacher

### **Effectiveness**

We believe this policy will be effective only if we ensure consistency across the school by regular and robust monitoring. Please refer to the termly monitoring timetable.

Approved by Governors

Reviewed September 2018