



Olveston CEVC Primary School Monitoring and Evaluation Policy

1 Introduction

In our school we plan learning and teaching to enable each child to reach 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 the school.

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

We believe that effective monitoring:

- Promotes excellent learning and teaching throughout the school;
- Ensures excellent planning and delivery of the curriculum;
- Identifies the strengths and needs for professional development;
- Offers an opportunity to celebrate progress and success;
- Provides information to support self-evaluation;
- Ensures consistency throughout the school;
- Ensures that every child is making good progress and is appropriately challenged.

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

2 Principles

1. All aspects of the work of the school encapsulated in its policies and practices should be monitored.
2. All members of the school community should be involved in appropriate monitoring and evaluation activities.
3. The outcomes of the monitoring and evaluation process should be used to promote high standards of achievement.

Procedures

1. The **Governing Body** monitors the impact of the policies through:

- (a) a report (3 times a year) from the Head Teacher about the impact of policy implementation;
- (b) focussed visits to observe aspects of the work of the school;
- (c) discussions with stakeholders.

In meetings, the Governing Body regularly reviews policy and practice.

2. The **Head Teacher and the Senior Leadership Team** monitor the impact of the policies through:

- (a) Discussions with staff and pupils;
- (b) Observation of staff at work;
- (c) Engaging with staff in planning activities;
- (d) Scrutiny of pupils' work;
- (e) Observation of pupils at work and at play;
- (f) Discussions with parents.

The Head Teacher regularly reviews, with staff, the work of the school and from the evidence evaluates and changes the way in which policies are implemented. Major changes and the reasons for them are reported to the Governing Body on a termly basis.

3. **Middle Leadership Teams, Special Needs Co-ordinator, Gifted and Talented Co-ordinator and Assessment Leader** monitor the impact of specific policies through

- (a) Discussions with staff and pupils;
- (b) Observation of staff at work;
- (c) Engaging with staff in planning activities;
- (d) Scrutiny of pupils' work;
- (e) Observation of pupils at work and at play;
- (f) Discussions with parents.

They review practice in their areas of responsibility and make changes in consultation with colleagues. These changes are reported in staff meetings.

4. **Classroom teachers** monitor the work of the pupils and evaluate their responses to teaching methods, resources and assessment information.

They review and evaluate their practice on a daily basis and record the methods and outcomes in their daily planning and assessments.

5. **All staff** working with pupils outside the classroom monitor their behaviour and responses to activities in relation to school policies and practices. They review with the Head Teacher the need for changes in practice on a regular basis.
6. **Pupils** monitor their own progress through reflection on achievements in all aspects of their development. Their views are sought on school and classroom practices emanating from school policies that affect the way in which they learn and develop as citizens. Pupils, with teachers' support evaluate and review practice and make changes as appropriate.
7. **External monitoring and evaluation** is carried out by the **Local Authority** in partnership with the Head Teacher, through analysis of data, classroom observations and meetings with staff and pupils. The school is also part of **Ofsted's** programme of regular inspection of schools.

Ratified by Governors: November 2010

Date of Review: November 2012