

Monitoring

Rationale

Monitoring is a way of checking on the progress of aspects of planning, maintenance and development. Through monitoring a school can check that both routine and new activities are proceeding as planned. Evaluations made through monitoring should have an effect on future decisions and actions. Monitoring is an important aspect of the school's development and improvement cycle.

Aims

The aims of monitoring are:

- To evaluate the achievement of our school aims.
- To develop and maintain high standards in teaching and learning.
- To inform staff and governors about the progress of development plans.
- To maintain value for money in the purchase and use of school resources.
- To develop self-review and inform the performance management process.

Guidelines

It is the responsibility of the Headteacher to monitor and evaluate the progress of the school and to report regularly to the Governing body. The school carries out monitoring and evaluation through a cycle of events and activities, including: analysis and comparison of assessment results, benchmarking and comparison with other schools, monitoring of targets, classroom observations of teaching and learning, regular evaluation of children's work across year groups and through the school, review of the school's aims and ethos, discussion with parents and children about the school and external monitoring visits.

The school is a self-evaluative school. The School's Management Cycle links all aspects of the school's management together and outlines how it's plans and activities are monitored month by month. We regularly ask ourselves questions: Why are we doing this? What do we need to monitor? How will we collect evidence? What are we going to do about what we find? Will it make a difference? Questionnaires and recording activities are used to provide further evidence in monitoring current practice and procedures.

Each Curriculum Co-ordinator is given time to monitor their subject area as part of their role. This includes the writing of an annual subject report. This report informs the production of a subject development plan, which in turn informs the school's development plan. The co-ordinators carry out a range of monitoring activities, individually and as a part of the staff team. These are outlined in the Curriculum Co-ordinator's policy statement.

The school's performance data, provided through teacher and test assessments, is used to monitor individual, class and school achievement and compare their progress with previous years, our targets, similar schools and other schools nationally. Tests results are analysed and used to support teaching in the following year. Teacher assessments at the beginning of the school year and at the end of the school year provide a basis for individual progress charts, target setting and review of teaching.

The staff meeting provides a forum for the discussion of teaching and learning. This leads to the development of high expectations and a clear understanding of quality work. Each term the staff inset plan sets time for monitoring of children's work in different subject areas, opportunities to review planning, marking and standards achieved and enables the whole staff to have an overview of the school's standards. Progression and continuity are also monitored regularly by tracking individual children through the school's Record of Achievement system.

The Headteacher carries out regular visits to each classroom to monitor teaching and support staff. Informal visits are made to monitor aims and ethos, and more formal visits are made, following discussion with the class teacher to agree objectives. Observation of teaching and classroom practice is always followed up by evaluation feedback given to the teacher. These visits, together with the children's performance data, are used within the performance management meetings to monitor teaching.

There are regular opportunities for parents to look at their children's work and to look around the school. Parents meetings encourage good dialogue between the school and parents. It is our policy to have an 'open door' policy to listen to parents. Their views are also seen as an important means of monitoring the progress of the school.

The governors have overall responsibility for the monitoring of the school. The Headteacher's report to governors each term is the main source of information. This contains performance data, progress and development reports and other information that can be checked on through regular governor visits. The role of the governors within the monitoring process is one of being a 'critical friend'. This means asking questions and confirming the progress that is made. The Governors' annual report to parents is an evaluation of the school's achievements based on this monitoring.

Throughout the year, monitoring takes place using external advisers. Visits by County inspectors are followed up by reports and recommendations. The school has been inspected by OFSTED and their report gives focus to the school's development plans.