

BEREWOOD PRIMARY SCHOOL



Monitoring, Review and Evaluation Policy

Summer 2019

Revised by School	April 2019
Responsible Person	Sue Patrick (head teacher)
Responsible Committee	Full Governing Body
Ratified by GB	25 th June 2019
Next Review	Summer 2022



BEREWOOD PRIMARY SCHOOL

A distinctive vision

At Berewood Primary School we see education as a journey of discovery to fire the imagination, to establish a sense of self, and to gain the confidence to take full part in the wider world.

An ethos of local partnership

Berewood Primary School and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

MONITORING AND EVALUATION POLICY

Introduction

In our school, we plan our teaching and learning within a rich and vibrant curriculum to ensure that every child can achieve their best. Monitoring, review and evaluation is a vital tool in securing the highest standards of teaching and learning and in the accountability of all involved in that process. The information gathered from monitoring is used to base future decisions about the development of the school, and to measure the impact of our current work.

Monitoring

Monitoring is the means by which we gather information. This is done systematically across a range of activities within our school.

Effective monitoring:

- Promotes excellent learning and teaching throughout the school;
- Ensures excellent planning and delivery of a rich and vibrant curriculum, relevant to the needs of our children;
- 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 at least good progress and is appropriately challenged to reach their potential;
- Ensures that resources, both physical and human, are of good quality and used effectively.

Review

A period of review is undertaken prior to evaluative judgements being made. A range of review activities may be undertaken, including questioning, interviews, analysis of data, and discussions with individual colleagues, the Academy Improvement Partner, the Senior Leadership Team and with Governors

Evaluation

Evaluation is the judgment on the effectiveness of the actions taken, based on their impact on the quality of the children's learning. It enables the school to make informed decisions about the priorities and targets for the future.

Monitoring, Review and Evaluation Framework

Monitoring at Berewood Primary School is:

- Built into planning;
- Focused on improving children's learning;
- Systematic;
- Builds upon previous evaluation, leading to sustained improvement;
- Manageable;
- Validated through work across this school and other schools, and by external inspection (Ofsted, University of Chichester Academy Trust, Academy Improvement Partner);
- Measured against success criteria (Ofsted criteria, J2E criteria);
- Used positively to maintain, share and develop best practice.

Monitoring, Review and Evaluation enables the school to gather evidence for many levels of accountability including appraisal, school performance, Ofsted, Governors and the University of Chichester Academy Trust.

Organisation and responsibilities

The University of Chichester Academy Trust

The University of Chichester Academy Trust will challenge Berewood Primary School to achieve the best possible outcomes for all its pupils. It will:

- Work in partnership with the school;
- Support moderation between its schools;
- Ensure that best practice is shared between schools;
- Receive and challenge half term data checks and the Academy Dashboard information;
- Challenge the school to raise its aspirations for all pupils.

The Governing Body

The Governing Body are accountable for ensuring the school is rigorous and secure in the judgments it is making. It will:

- Receive monitoring reports and challenge the school on the judgments within them;
- Ensure this policy is put into practice;
- Ensure that monitoring and evaluation are used to establish realistic targets for continuous improvement and school development, and to recognise and celebrate achievement;
- Visit the school formally and informally as part of the monitoring process;
- Agree key outcomes from monitoring and evaluation, including the priorities for the Journey to Excellence Plan within the School Improvement Plan.

The Head teacher

The Head teacher will:

- Ensure that all staff and Governors understand that the purpose of monitoring and evaluation is to enable Berewood Primary School to develop and improve;
- Identify areas that need to be monitored;
- Delegate monitoring and evaluation activities to the appropriate level with clarity of expectations and outcomes to be achieved;
- Carry out monitoring and evaluation activities which cannot be delegated (e.g. budget monitoring, appraisal);
- Ensure that data generated through this process is collated, analysed and used to review progress, recognise achievement and inform future planning;
- Share reports with appropriate audiences, including the Trust and the Governing Body and relevant staff, clarifying how the information can be used to best support learning, teaching and pupil progress;
- Ensure that vulnerable pupil groups are carefully monitored and that the Pupil Premium is targeted to support identified pupils effectively;
- Ensure that pupil performance data is collected, analysed and used to inform target setting.

Subject leaders

The subject leaders will:

- Undertake delegated monitoring activities;
- Ensure that all colleagues understand that the purpose of monitoring and evaluation is to enable Berewood Primary School to develop and improve;
- Identify monitoring, review and evaluation within their subject leader action plans, as appropriate;
- Ensure that the outcomes of monitoring are shared and used to inform planning and priorities for their subject.

SENCo and More Able Pupil Co-ordinator

Leaders with responsibility for particular pupil groups will:

- Undertake delegated monitoring activities;
- Ensure that all colleagues understand that the purpose of monitoring and evaluation is to enable Berewood Primary School to develop and improve;
- Support the head teacher in tracking the progress of groups and individuals;
- Support the head teacher and teaching staff in identifying the best provision with the best impact on progress.

Monitoring and Evaluation

This policy was reviewed by all staff and Governors in Summer 2019 and thereafter reviewed as part of the three year review cycle, or when significant changes occur.