

Monitoring, Evaluation and Review Policy

1 January 2017 Version Number:2

Review Date: Summer Term 2017



This policy is based on a 'Southfield School' policy, which closed on 31 December 2016. This policy has been adopted as far as possible following the sponsored conversion to Northern House Academy Trust. The policy is due for full review and will be done so at the earliest opportunity by the Local Governing Body of Northern House School (Wokingham), within a period of 6 months.

Rationale

The staff and governors of Northern House School (Wokingham) are committed to raising standards, establishing high expectations and promoting effective teaching and learning. Central to achieving this aim is the involvement of all members of the school community in the process of monitoring, evaluating and reviewing the work of the school.

Monitoring is the process of seeking evidence to answer questions about the effectiveness of the school. **Evaluation** is the weighing up and its analysis of evidence. **Reviewing** is the reflection and necessary changes to policies and practice in the light of this evaluation evidence.

Purpose

The purpose of monitoring is to:

- Check progress
- Target areas of weakness
- Recognise areas of strength
- Assess and improve the quality of teaching and learning
- Ensure resources are targeted to improve the quality of the curriculum and learning environment
- Provide a basis for school improvement and staff development

Core Principles

1. All aspects of the work of the school encapsulated in its policies and practices are monitored. **Monitoring, Evaluation and Review** is the key school target in the **School Development Plan**.
2. All members of the school community should be involved in appropriate monitoring evaluation and review activities.
3. The outcomes of **Monitoring, Evaluation and Review** process are used to promote high standards of achievement and attainment.
4. **Monitoring, Evaluation and Review** should operate within a climate of mutual trust, respect, support and professionalism.
5. **Monitoring, Evaluation and Reviewing** should assist in the development of reflective practice.

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Why do we Monitor, Evaluate and Review?

Through Monitoring, Evaluation and Review we seek to:

- Establish how well we are performing
- Identify our strengths and weaknesses
- Ensure that future actions are targeted to address the weaknesses
- Celebrate our success
- Inform the cycle of school development planning
- Allocate resources in the most effective way and to maximise their use
- Ensure consistency throughout the school
- Make targets for the day to day work of the school
- Identify and meet the needs of pupils, staff and parents
- Share good practice
- Focus on pupil learning
- Ensure that Northern House School (Wokingham) meets the requirements of outside agencies, e.g. Ofsted, LA

Who is responsible for Monitoring, Evaluation and Review?

The Local Authority

The Local Authority has a range of strategies to ensure an overview and knowledge of the standard and quality of Northern House School (Wokingham) through a range of monitoring, evaluations and reviews.

Governing Body

The Governing Body monitors and reviews the impact of policies through:

- A Termly Report from the Headteacher about the impact of policy implementation
- Focussed visits to observe the work of the school
- Discussions with staff, pupils and parents
- In meetings the Governing Body regularly evaluate and review policies

Headteacher and Senior Leadership Team

The Headteacher and Senior Leadership Team monitor the impact of the policies through:

- Discussions with staff, pupils and parents
- Structured observations of staff
- Engaging with staff in planning action
- Scrutiny of pupils' work

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- Observation of pupils' class-based work and other activities
- Ensuring that there is a quality and progression in the learning process
- Performance management of staff and Senior Leadership Team

The Headteacher and Senior Leadership Team regularly review, with staff, the work of the school and, from evaluated evidence, review the way in which the monitoring, evaluation and review policy is implemented. Major changes and the reasons for them are reported to the governing Body on a regular basis.

Key Stage Managers, Sub Co-ordinators and the SEN Manager

Are responsible for monitoring the impact of relevant policies through ensuring that there is balance and breadth in the teaching and learning process. They also contribute to the overall evaluation of standards of achievement and the quality of teaching and learning.

Monitoring will be carried out by:

- Scrutiny of work
- Analysis of assessments
- Learning walks
- Discussions with staff and pupils
- Structured observation with staff
- Engaging with staff in planning appropriate actions and activities
- Observation of pupil behaviour, both academic and social
- Recognising training (INSET) needs
- Purchasing and evaluating resources
- Reporting to the Governing Body on their management/subject areas
- Discussions with parents
- Performance management of staff

Key Stage Managers, Subject Co-ordinators and the SEN Manager review practice in their own areas of responsibility and recommend changes in consultation with colleagues. These recommended changes will be reported in appropriate meetings.

Subject teachers monitor the work of pupils and evaluate their responses to teaching methods, resources and assessment information. They review their practice on a daily basis and record the methods and outcomes on daily planning and assessment.

All Staff working with pupils both inside and outside the classroom will:

- Monitor pupil behaviour
- Monitor responses to in relationship to school policy and practice
- Review with the Headteacher and Deputy Headteachers the need for changes in practice on a regular basis

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- Performance management of school Support Staff

Pupils will:

- Monitor their own progress through reflection of activities in all aspects of their development
- Have their view sought on classroom practices emanating from school policies that affect the way in which they learn and develop as citizens
- Self-evaluate with appropriate staff by making agreed changes as necessary