



St Anne's School and Sixth Form College

Monitoring, Evaluating & Evidence Policy

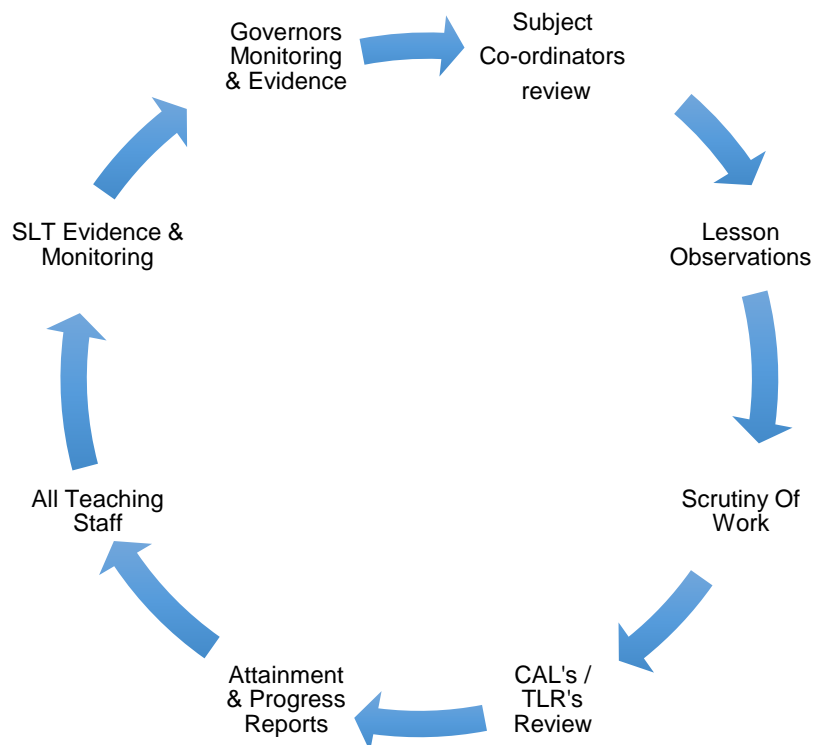
This policy was adopted in the summer term 2013 and updated September 2018

1. INTRODUCTION

This policy document is written after consultation with the teaching staff and is a working document, which reflects the ethos and practice within the school in relation to Monitoring, Evaluating and Evidence.

2. CYCLE

Monitoring, Evaluation and Evidence Plan.



3. PROCESS

a) Lesson observations

Autumn term: Publish schedule

Spring term: Senior leadership Team (SLT) Curriculum Area Leaders (CAL's) Teaching and Learning Responsibility (TLR's)

Summer term: Performance management reviewer

Lesson observation in Autumn term by SLT

Paired lesson observations Spring Term

Summer term performance management reviewers

Feedback from lesson observations will be monitored by SLT for quality assurance.

All information collected will collated to inform the ST Anne's Development Plan (SDP) and the Self Evaluation Form (SEF)

b) Other documentation

- Learning walks
- Scrutiny of pupils work
- CAL, TLR's progress reports
- Department meetings
- Student voice
- Record of Continuing Professional Development (CPD) for all staff
- Progress documentation – attached to lesson plan

4. SUBJECT LEADER REVIEWS OF CURRICULUM AREAS

- Autumn term schedule issued for the Spring term
- Monitoring of subject(s)
- Paired lesson observations of CAL's / TLR's Spring term
- CAL / TLR progress reports and action plan
- Termly curriculum meetings
- Feedback and delivery to governors summer term

5. RESOURCES

Templates of reports will be available on the server

Rolling programme of subject(s) to be observed listed on the server

6. DOCUMENTATION .

All reports will be discussed with those teachers observed, and the curriculum co-ordinator

Reports will then be presented to the curriculum committee / governors.

7. REVIEW

This policy will be reviewed as and when needed to ensure that it is compliant with statutory documentation e.g. Teachers standards.

8. INSET

In-service training will be given to teaching staff as required in relation to changes within this policy

9. LIAISON WITH OTHER SCHOOLS

Where appropriate CAL's / TLR's will work with other schools e.g. for moderation of any significant findings.