



Barnabas Oley School

Monitoring and Evaluation Policy

Version: 2.3

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Approved: S Reardon (Curriculum Chair)

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Revision History

Version	Author	Summary	Review Date	Next Review
1.0	Rachel Fogg	Transcribed from model policy for review by Curriculum Committee January 2013	Jan 2013	Jan 2016
2.0	Jane Hodges	To include new SEF Planner for 2015/16 M&E Policy to be reviewed yearly, with new SEF Planner for the coming year. The SEF Planner itself to be reviewed at each Curriculum Committee meeting	Jan 2016	Sept 2016
2.1	B Smith	New SEF Planner for 2016/17	Oct 2016	Oct 2017
2.2	J Hodges	New SEF Planner for 2017/18	Oct 2017	Oct 2018
2.3	M Downes	New SEF Planner for 2018/19	Oct 2018	Oct 2019

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1 Introduction

At Barnabas Oley School we plan teaching and learning to enable each child to seek the highest level of personal achievement. To ensure that this happens we regularly monitor the actions we have taken to allow us to judge their effectiveness. This gives us information on which we can base future decisions about the development of the school.

2 Definitions

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

We believe that monitoring

- Promotes excellent teaching and learning 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 to reach their full potential

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

3 Monitoring and Evaluation Framework

Monitoring and evaluation are part of a planned process and involve a range of different people over the course of the school year.

We follow a planned cycle of school self-evaluation. Monitoring and evaluation are based on the current school development plan priorities and key areas for development.

A timetable is in place for monitoring and evaluation.

4 Roles and Responsibilities

4.1 Senior Management Team

- Ensure that all staff and Governors understand that the purpose of monitoring and evaluation is to enable the school to develop and to improve the outcomes for the children in the school
- Identify areas that need to be monitored
- Undertake monitoring and evaluation activities
- Delegate certain monitoring and evaluation activities to Subject Leaders with clarity of expectations and outcome to be achieved
- Ensure that the data generated from monitoring and evaluation is collated, analysed and used to review progress, recognise achievement and inform future planning
- Report such data and analysis to the appropriate audience (staff and/or Governors) clarifying the implications for future development

- Ensure that pupil performance data is collected, analysed and used to inform target setting

4.2 Subject Leaders

- Ensure that colleagues understand that the purpose of monitoring and evaluation is to recognise achievement and areas for development
- Carry out those monitoring and evaluation activities which are delegated to them as part of their roles and responsibilities

4.3 The Governing Body

- Agree, in consultation with the Head Teacher and with reference to the School Development Plan, the areas for monitoring and evaluation
- Support and reinforce the view that monitoring and evaluation is to enable the school to develop, recognise achievement and sustain progress
- Receive monitoring and evaluation data at agreed times in order to review the information and consider its implications
- Take part in monitoring and evaluation through a planned programme of Governor visits, focusing on the current School Development Plan priorities and our visions and values
- Use a summary of the monitoring and evaluation data to inform parents about the school's performance and progress
- Ensure that monitoring and evaluation are used to establish challenging and realistic targets for school development

4.4 Children

- Through class meetings and School Council meetings, pupils contribute to the evaluation of curriculum and school matters

Appendix

A. SEF PLANNER 2018-2019

	Achievement	Quality of teaching	Behaviour and Safety	Leadership and Management	Overall judgement and SMSC
Autumn Term					
September	<p>Baseline Assessment for Reception pupils</p> <p>Initial analysis of Key Stage 1 (KS1) teacher assessments, Key Stage 2 (KS2) SAT results and internal tracking.</p> <p>Target setting for individual pupils by classteachers. Entered on O-Track.</p> <p>Spelling Bee and Tables initial assessments.</p>	<p>Meet the teacher meetings.</p> <p>Home visits for Reception children.</p>	<p>Fire Practice</p> <p>Class charters</p>	<p>Initial analysis of progress in subjects, classes and Key Stages. KIT visit.</p> <p>School Council Formed</p> <p>Headteacher's Performance management Review</p>	<p>SEF Schedule reviewed.</p> <p>PTA AGM</p>
October	<p>FFT reports analysed.</p> <p>Writing assessments and moderation.</p> <p>Maths Review.</p>	<p>Lesson observations carried out by Headteacher for performance management and linked to Key priorities.</p>	<p>Travel plan review.</p> <p>Cycle Safety (Y6)</p>	<p>Performance management reviews for Teachers.</p> <p>Governors confirm priorities on school provision mapping</p>	<p>Football tournament.</p> <p>Netball tournament</p> <p>Parent's Curriculum evening (Maths)</p>

		<p>Parent Consultations.</p> <p>Induction questionnaire.</p>		<p>improvement plan and SEF for 2017-18.</p> <p>SEND Review and Report. (SENDCo)</p> <p>IEP target setting and meetings with parent/child.</p>	
November	<p>SMT/Governor Analysis of Performance Data</p> <p>SIA Data Review Meeting</p>	<p>Work scrutiny for Numeracy and Literacy (subject Leaders)</p>	<p>Health and Safety inspection and review.</p> <p>PAT testing</p>	<p>Finance Review (SFVS)</p>	<p>Visit to school by EDRA.</p> <p>Cathedral Day (Y4+5)- bi-ennial</p>
December	<p>PIRA assessment</p> <p>Abacus Assessment</p> <p>SMT analysis of end of term assessments.</p>	<p>Planning for Spring Term topic reviewed.</p>	<p>Risk assessment Audit</p>	<p>Monitor and evaluate progress towards targets in school development plan.</p> <p>School Council term review.</p> <p>SEND Review</p>	<p>Christmas plays</p> <p>Christingle/Carol Service</p> <p>Christmas Lunch</p>

Spring Term					
January	Class teachers and TA's meet with SMT to discuss pupils' progress PIRA assessment		Fire Practice	SEND Provision map up-dated. Budget preparation	SMSC Audit <i>KS1 Literacy Parent's Meeting - TBC</i>
February	Writing assessments and moderation. Maths Review.	Lesson observations carried out by Headteacher/SMT for performance management and linked to Key priorities. Parent Consultations.	Safeguarding Audit	Governor questionnaire to parents and analysis. (Date to be confirmed)	Visit to school by EDRA. PTA/Village Fun Run
March		Class assemblies. Subject Leader observations and work scrutiny.	Health and Safety inspection and review.	Monitor and evaluate progress towards targets in school development plan. Performance management for Office staff. LA Finance Review and Budget setting.	Mother's Day Service and Lunches. Cross country Competition Football tournament

				IEP meetings and SEN review	
Summer Term					
April	Class teachers meet with SMT to discuss pupils' progress	Lesson observations.	Fire Practice	SEN Provision map up-dated. Budget finalised for submission School management Audit	
May	SATs and whole school assessment and moderation	Curriculum Audit. Subject Leader observations and work scrutiny.	Attendance at Safety Zone (Y5)	Performance management reviews and target setting for TA's and Lunchtime staff.	Class Photos Netball tournament Walk to School week.
June	Year 1 Phonic Screening Teacher assessment and Report writing. PIRA assessment	Peer Lesson Observations.	Health and Safety inspection and review. Balanceability (YR) Scooter Safety (Y2) Walk Safety (Y4)	New Entry induction begins. Peer Lesson observations	Sports Days PTA School Fete Inter-school's Maths Challenge. Curriculum focus week- History

July	<p>Class teachers meet with SLT to discuss pupils' progress.</p> <p>Initial analysis of KS1 and KS2 Sat results.</p> <p>School annual Review (KIT report)</p>	Work samples selected.	Child Protection Annual review and report.	<p>Pupil Questionnaires and following analysis.</p> <p>Staff Annual Review</p> <p>School Council Review</p> <p>Governors review priorities on school development plan and SEF for 2018-19.</p>	<p>Sports Tournaments (Tennis and Athletics and Cricket)</p> <p>Reports out with parent feedback.</p> <p>Founder's Day</p> <p>Clare college visit for Y6</p>
August	Initial analysis of EYFS progress- entry/exit scores.			<p>Review of performance against school improvement performance priorities.</p> <p>SMT/Governors draws up priorities for new school improvement plan</p>	Summer Reading Challenge