



## **WESTFIELD PRIMARY SCHOOL AND NURSERY**

### **MONITORING AND EVALUATION POLICY**

**Date ratified: 6 March 2017**

**Ratified by: CURRICULUM, STAFF AND PUPILS COMMITTEE**

**Date to be reviewed: March 2020**

## **RATIONALE**

We are continuously assessing the quality of learning and teaching at Westfield Primary School and every element of the school's operation that impacts upon the children. This policy needs to be read in conjunction with the Staff Pay and Performance Appraisal Policy.

## **PRINCIPLES OF MONITORING**

### **Three key principles of monitoring:**

**1. It must be explicit.**

Everyone must know what monitoring activities are being carried out and who gets the information that is gathered.

**2. The information gathered is used.**

We will look at our strengths, weaknesses and areas of development. The purpose is to raise standards and improve quality of teaching and learning.

**3. The system must be manageable.**

We need to plan our system very carefully so that it is as simple and straightforward as possible, yet comprehensive.

These principles have been agreed by governors and all teaching and support staff at Westfield. They demonstrate our commitment to provide the best for every child.

## **Quality of Teaching and Learning**

The Headteacher and the Senior Leadership Team will formally monitor the quality of teaching and learning each term through gathering evidence in a variety of forms; including learning walks, lesson observations, work scrutiny and half-termly pupil progress meetings. The Senior Leadership Team will analyse the outcomes of this monitoring and use it to decide 'next steps' in school improvement. Lesson Study is carried out in teams of 3 or 4 teachers within and across the Key stages. A specific focus could be related to the SDP or specific to an individual teacher who has an identified area for improvement. The team meet to plan a lesson and identify three children to observe their learning within the session. The lesson is delivered by one teacher while the others in the group observe the learning of an identified child. A second meeting is held to discuss observations and to identify next steps. This is carried out half-termly with each member of the group taking a teaching role. Informal monitoring is also carried out throughout the year and feedback is given to staff as appropriate.

## **Work Scrutiny**

Work scrutiny sheets are available to assist with feedback which can be from monitoring a range of children's work e.g. displays, books, artefacts, photos, dvds, assemblies, class books etc

## **Pupil Voice**

Westfield Primary School values the feedback and views from our children about their learning. This is captured in a variety of ways from talking to the children, 'What went well' post-it feedback, self-assessing through either 'thumbs up, thumbs down' or traffic lighting their work. Through this feedback we are able to identify what the children feel they have done well, what they can do to improve or further ways the teacher can support them.

### **Analysis of Documentation**

The school has a range of documents that provide monitoring data. It is the responsibility of the Senior Leadership Team to use these documents efficiently and effectively to inform planning.

### **Evaluating**

All of the areas identified in our monitoring process are evaluated. The frequency of the evaluation and the form it takes will depend on the specific area being focused on.

The Governors, Headteacher and Senior Leadership Team are responsible for the final analysis and evaluation of monitoring information. They will recommend a variety of actions and reviews. This could include:

- Mentoring , support and training delivered by the Senior Leadership Team
- Setting up a programme of training, either INSET or external courses
- Reviewing and/or purchasing new resources
- Reviewing practice or policies, leading to recommendations for amendment of existing procedures or the implementation of new ones
- Incorporation of an issue as a specific priority in the School Development Plan
- Discussion and agreement of performance during the review process of Performance Management

### **Policy Review**

This policy will be reviewed as part of the school's policy cycle or following an agreed change to practice. This will be done by the Headteacher in consultation with Staff and Governors.