

## Monitoring and Evaluation Policy St Peter's C of E Primary School



### Vision Statement

#### **'Faith, Family, Future'**

Jesus built his church upon the strength of St Peter – who was his rock. At St Peter's, we provide a solid foundation on which our community thrives through our rich, aspirational curriculum. As a family, we nurture and unlock individual potential through mutual love and respect; enabling all to flourish now and in the future.

**'Each of you should use whatever gift you have received to serve others'**

**1 Peter 4 v10**

### **1 Introduction**

In our school we plan teaching and learning with a view to enabling each child to seek the highest level of personal achievement. To ensure that this happens, we regularly monitor the actions we have taken so that we are in a position to make a judgement about how effective these actions have been. This gives us information on which we can base future decisions about the development of the school.

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

We believe that effective monitoring:

- Promotes excellent learning and teaching 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.

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

## **2 Monitoring and Evaluation framework**

2.1 Monitoring and Evaluation in our school are part of a planned process and involve a range of different people over the course of the school year.

2.2 We have a framework for self-evaluation, which ensures that all aspects of the school's performance are systematically and regularly reviewed as part of an annual cycle.

2.3 A termly monitoring schedule (3 times per year) for subject leaders outlining monitoring and evaluation is in place. This is used to inform our whole school monitoring and evaluation. (see tables below)

## **3 Roles and Responsibilities**

### **3.1 Senior Leadership Team**

- To ensure that the Leadership Team and all staff and Governors understand that the purpose of monitoring and evaluation is to enable St Peter's C of E Primary School to develop and improve;
- To identify areas that need to be monitored;
- To delegate monitoring and evaluation activities to the appropriate level with clarity of expectations and outcomes to be achieved;
- To carry out monitoring and evaluation activities which cannot be delegated and are the responsibility of the Leadership Team (eg Appraisal, budget monitoring);
- To ensure that the data generated from monitoring and evaluation is collated, analysed and is used to review progress, recognise achievement and inform future planning;
- Report to the appropriate audience, including the Governing Body, on what the data is showing and how the information can be used to best advantage;
- Ensure that pupil performance data is collected, analysed and used to inform target setting.

### **3.2 Subject Leaders/Team Leaders**

- Ensure that colleagues and team members understand that the purpose of monitoring and evaluating is about development and recognising achievement;
- Carry out those monitoring and evaluation activities which are delegated to them as part of their roles and responsibilities as set down in the termly monitoring schedule.

### **3.3 The Governing Body**

- Agree, in consultation with the Head Teacher, the areas which need to be monitored and evaluated;
- Support and reinforce the view that the purpose of monitoring and evaluation is to enable the school to develop, recognise achievement and sustain continuous progress;

- Receive monitoring and evaluation data at the agreed times and in the agreed format in order to review the information and consider its implications;
- Use a summary of some the monitoring and evaluation data to inform parents about the school's progress and performance;
- Ensure that monitoring and evaluation are used to establish realistic targets for continuous improvement and school development.

## **NB**

### **Code of practice** (for visits by colleagues and Governors)

Before any class visits can take place the following should be understood and agreed by the parties concerned:

- the time of the visit
- the nature of the visit
- time for feedback-normally on the same day
- who will have access to the information gained
- which monitoring criteria will be used
- that a copy of the completed monitoring sheet will be given to the observee.

Reviewed March 2026

Next Review March 2028

		Term 1 Term 2	Term 3 Term 4	Term 5 Term 6
SL T	Monitorin g	<ul style="list-style-type: none"> <li>• Head Teacher and Teacher Appraisal</li> <li>• Data analysis</li> <li>• Ongoing monitoring of planning</li> <li>• Data monitoring term 2</li> <li>• Lesson observations</li> <li>• Book Scrutiny (Maths and English)</li> <li>• TA observations</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson Observations</li> <li>• Subject Leader Action Plan mid-year review</li> <li>• Ongoing monitoring of planning</li> <li>• Book scrutiny (Maths and English)</li> <li>• RE Book scrutiny</li> <li>• Data Monitoring term 4</li> <li>• TA observations</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson Observation (linked to SIP)</li> <li>• Parent Questionnaire*</li> <li>• Pupil Questionnaire*</li> <li>• Staff questionnaire*</li> <li>• Initial analysis of optional SATs/SATs and other formal data</li> <li>• Ongoing monitoring of planning</li> <li>• Book scrutiny (Maths and English)</li> <li>• Data Monitoring Term 6</li> <li>• TA observations</li> </ul> <p>* every 2 years</p>
	Evaluatio n	<ul style="list-style-type: none"> <li>• Appraisal review and target setting</li> <li>• Formalise SDP</li> <li>• Head Teacher report to governors</li> <li>• Review SEF</li> <li>• Meetings with IA</li> </ul>	<ul style="list-style-type: none"> <li>• Appraisal mid-year review</li> <li>• Subject Leader Action Plan mid-year review</li> <li>• Head Teacher report to governors</li> <li>• Review SEF</li> <li>• Meetings with IA</li> </ul>	<ul style="list-style-type: none"> <li>• Draft SDP</li> <li>• Head Teacher report to governors</li> <li>• Review SEF</li> <li>• Meetings with IA</li> </ul>

Subject Leader	Monitoring	<ul style="list-style-type: none"> <li>• Data analysis (core subjects – Term 1)</li> <li>• Actions plans</li> <li>• Review curriculum overviews, planning and progression documents (Term 1)</li> <li>• Check assessments are complete</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson observations</li> <li>• Work scrutiny</li> <li>• Mid year review of subject leader action plan.</li> <li>• Check assessments are complete</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil Voice alongside book review with children</li> <li>• Subject report to governors</li> <li>• Initial analysis of optional SATs</li> <li>• Collect evidence/ samples of work</li> <li>• Check assessments are complete</li> <li>• Review action plan</li> </ul>
	Evaluation	<ul style="list-style-type: none"> <li>• Formalise Action Plans</li> <li>• Summary to SLT: <ul style="list-style-type: none"> <li>- what are standards in my subject?</li> <li>- How do I know?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Summary to SLT: <ul style="list-style-type: none"> <li>- what is the standard of teaching and learning in my subject? How do I know?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Subject report</li> <li>• Action Plan for following year</li> <li>• Summary to SLT: <ul style="list-style-type: none"> <li>- what is the standard of leadership and management in my subject? How do I know?</li> </ul> </li> </ul>

Termly Monitoring Timetable gives exact dates and times for monitoring.