

**LEICESTERSHIRE COUNTY COUNCIL**

# **HIGHGATE PRIMARY SCHOOL**

**MONITORING &  
EVALUATION POLICY**

**2020**

**Monitoring and Evaluation Policy Jan 2020**

## **Monitoring and Evaluation**

At Highgate Primary School, all staff and governors are aware of the importance of Monitoring and Evaluating.

**Monitoring** is the process of checking what is intended to happen has happened. **Evaluation** is the process of checking on the effectiveness and impact of the process, task or outcome to measure the effect it has had, and to ensure that it has been worthwhile.

It is essential to monitor and evaluate all that is happening in school. All staff are involved in the process, as are governors as critical friends, and from time to time external advisors. A timetable for monitoring will be created annually, linked to the School Development Plan.

Our aim is to continually raise standards of teaching and learning for all pupils in the school.

The process of self-evaluation is very important in order that we continue to measure what is happening and ensure that we continue to improve.

The following are some of the ways that we can monitor and evaluate the teaching and learning that takes place in school and how this informs future planning.

- Baseline Assessment at the beginning of the Foundation year and on-going assessments there-after.
- Analysis of end of KS1/2 results against county and National data.
- Analysis of teacher assessments including through pupil progress meetings
- Lesson observations/Learning walks and feedback by the Head and coordinators. There may be some opportunities throughout the year to observe others teaching in this school and other schools.
- Scrutiny of pupil's work, by leaders, all teaching staff, and if appropriate by classroom support staff.
- Observations by external advisors as appropriate.
- Frequent discussions between the staff about individual progress of pupils in addition to pupil progress meetings, for example with the SENDCO.
- Work samples and portfolios in some subject areas showing children's work and exemplification materials when appropriate.

- Agreement trialling with other schools (for example English and Maths leaders meeting to compare work with other Vale/Affinity Schools).
- Governors linked to their cohort/subject/specialist area conducting visits.
- Annual reports to parents.
- Appropriate staff development and INSET.
- Provision for SEND pupils, including regular review meetings, monitoring of IEPs where appropriate.
- Provision for Nurture pupils, including regular reviews, monitoring of interventions where appropriate and working with parents.

At Highgate Primary School we aim to keep abreast of all new initiatives and attend all relevant courses and training in order to improve the process of monitoring and evaluation.

The monitoring and evaluation process is closely tied in with the Performance Management of the staff.

### **Role of School Staff**

We aim for subject coordinators to have designated time to enable them to monitor and evaluate the teaching and learning in their subject by the following;

- Lesson observations/learning walks and feedback
- Sampling pupils work
- Talking to pupils about their understanding and perceptions.
- Supporting staff where necessary
- Ensuring that resources are up to date and appropriate.
- Lead/participate in INSET and staff training.
- Analysis of data.

### **Role of the governors**

The governor's role in monitoring and evaluation is one that offers both support and challenge. The headteacher, senior leadership team or subject leader will share information on the progress of pupils or developments in their area with honesty and integrity. They will share the positive improvements made as well as any areas that have arisen that need further improvement. Any governor conducting monitoring should be mindful of asking what the impact is; either in terms of pupil outcomes or what the

school is doing to address concerns identified. Joint Monitoring Forms are shared with governors to complete as part of their monitoring visits.

This policy should be read with the Teaching and Learning Policy, Professional Standards Framework for Teachers (2012) and the National Standards of Excellence for Headteachers (2015).

Written by T. Jenkinson – January 2017, reviewed January 2020.  
To be reviewed – January 2023

