



Monitoring Policy



Monitoring takes a crucial role in the raising of standards. It is also an essential part of the process of school evaluation. We aim to use the process of monitoring to give the SLT an informed view of the quality of teaching and learning throughout the school; to identify and utilise good practice; to assist in identifying areas which need development in order to target support and resources most effectively.

Aims

To ensure that:

- All pupils have access to the same quality of delivery and content of the curriculum
- The curriculum is delivered in terms of the EYFS or the National Curriculum and the school's Teaching & Learning Policy.
- All aspects of the curriculum are covered with continuity, through each Key Stage of the school.
- Evaluation of the teaching and the curriculum take place to inform the School Development Planning process in order that improvements can be planned and implemented.

Principles:

- The Head, Deputy, SLT and Co-ordinators will carry out the monitoring of the delivery of the curriculum in terms of the Teaching and Learning Policy. This will include lesson observations, scrutiny of planning and scrutiny of children's work. Subject Leaders will carry out the monitoring of specific subject areas in accordance with the school's 'Timetable of Events'.
- The monitoring programme will be agreed at the beginning of the academic year and a more detailed schedule will be produced and circulated regularly.
- Staff will know who is monitoring them, will have agreed a focus and will be familiar with the agreed format for monitoring and feedback.

Entitlement

All staff are entitled to be monitored regularly, and to be given prompt, written feedback. This feedback remains confidential between the people involved, and the Head Teacher and Deputy Head Teacher, unless agreed to be discussed with another person. This monitoring may focus on a lesson observation, planning, children's work.

Provision

- Lesson observations will be carried out termly by the Head Teacher and Deputy Head Teacher. The focus of these observations will be known in advance. Additional lesson observations will be carried out by assistant heads, subject co-ordinators and the NQT induction tutor, and in some cases by the School Improvement Partner. The proforma, 'Observing Teaching & Learning at Manor' will form the basis of these observations.
- All staff will have an annual professional development interview with the Head Teacher.
- The school environment, displays and classroom organisation will be monitored on a regular basis by members of the SLT. The check list in the display policy will be the focus.
- Children's work will be monitored termly by subject co-ordinators and the SLT, as appropriate. Focus will be presentation and marking, coverage, progression, pitch & expectation, differentiation.
- Planning will be monitored on a regular basis by subject co-ordinators and the SLT. The focus could be differentiation, EAL / SEN / MAP issues, key skills, questioning, timing.