

# ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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## Monitoring Policy

**Date of Policy:** 2020

**Review Date:** 2023

Following in God's way  
Learning day by day  
Working with one another  
Caring for each other

Monitoring of the Curriculum and other aspects of school life is an important responsibility and so it will be a key part of our management structure which will enable us to evaluate, plan and move forward enabling the school to improve and raise standards of achievement for all its pupils.

### Aims

- To promote and improve standards of achievement and quality of teaching and learning
- To improve the efficiency and effectiveness of curriculum management and the general management of the school
- To ensure that all pupils gain from a broad, balanced and differentiated curriculum which includes the Early Years Foundation Stage and Key Stages One and Two of the National Curriculum and Religious Education.
- To ensure efficient and effective use of all our resources
- To ensure that the school's aims are being met and that the targets of the Improvement Plan are being achieved
- To gain good strategic information which will be used to bring about improvements by identifying strengths and weaknesses as starting points for growth and development

### Key Areas for Monitoring

- The School Improvement Plan
- Behaviour and Personal Development
- Subjects of the Curriculum
- Teacher's Planning
- The role of Subject Leaders in raising standards
- Pupils' Work
- Assessment
- Teaching and Learning
- Standards achieved by pupils e.g. ends of Key Stages; able pupils; pupils with special education needs: samples of all pupils
- Test Results
- Learning Ladder Point Scores
- Pupils' attitudes to learning

### **Important Aspects of Monitoring**

Review Curriculum Planning

Samples of pupils' work

Classroom observation of teaching and learning

Coverage of the Programme of Study for the subjects of the curriculum

Differentiation within the curriculum and the appropriate match of work to all pupils' abilities

Continuity and progression within subjects, year groups and across the Key Stages

Appropriate pace for pupils' learning

Equality of opportunity and equal access to learning for all pupils

The quality of assessment and record keeping to inform pupils' progress

### **Key Monitoring Roles**

All members of staff, including teachers, Subject Leaders, the Headteacher and the Governors will participate in the process of monitoring the work of the school, as agreed, appropriate levels of responsibility, eg:

**Senior Leadership Team** - will complete a teaching and learning pro-forma which triangulates the evidence of teaching and learning in each year group.

**Class teachers** - will monitor: behaviour and personal development, their own planning, teaching, assessment and record keeping.

**Subject Leaders** - will monitor planning, pupils' work, samples of work. They will look at coverage, appropriateness, match, progression and continuity, differentiation, quality of learning, standards and presentation, display and resources.

**Headteacher / SLT** - will take an overview of the curriculum, teaching, quality of learning and standards of achievement, monitor the targets of the School Improvement Plan, monitor efficient and effectiveness, monitor value for money, monitor communication within school and links with Key Stage 3.

**Governors** (through their committees) - will monitor the School Improvement Plan, standards and efficiency and the budget. Link Governors will liaise with Subject Leaders to monitor the subjects of the curriculum

### **Subject Leaders Strategies**

Each Subject Leader will monitor their area regularly and in doing so, will maintain a working journal detailing areas of progress and future developments, including training needs.

Review curriculum planning.

Samples of pupils' work.

Working alongside teachers in the classroom, informally and in formal settings.

Working with groups of pupils.

Interviewing pupils.

### **Areas for Subject Leader to Monitor**

Coverage of the Programmes of Study for the subjects of the curriculum

Differentiation within the curriculum and the appropriate match of work to all pupils' abilities

Continuity and progression within subjects, year groups and across Key Stages

Appropriate pace for pupils' learning

Equality of opportunity and equal access to learning for all pupils

The quality of assessment and record keeping to inform pupils' progress

### **Reporting on Monitoring**

Each Subject Leader will maintain a Subject Leader's journal.

Twice yearly, Subject Leaders will be asked to give a brief report on the findings from their survey of pupils' work, each post holder will produce an Action Plan on their subject / area of responsibility to be discussed by the Senior Leadership Team, staff and for reporting to Governors.

Post-holders will maintain a dialogue on quality and standards with a link Governor.

## **HEADTEACHER'S MONITORING STRATEGIES**

### **Curriculum**

Weekly planning

Medium term planning

Read subject leadership trails

Discussion with Subject Leaders

Informal regular observation of displays / work / classrooms

Subject leader action plans

### **Teaching and Learning**

Teaching and Learning Reviews

Formal observation

Working alongside teachers

Sampling books / work

Discussion with pupils

Discussion with group

Learning Walks

Data Analysis

### **Behaviour and Discipline**

Monitoring breaks and lunch-times

Monitoring Discipline Policy

Assemblies/Worship

Behaviour Book

Discussion with mid-day supervisors

Feedback from staff

Discussions with pupils

### **Budget and Finance**

Monthly financial monitoring

Regular reconciliation of budget

SIMS / IT

### **School Improvement Plan**

Regular review of targets

Working copy of plan kept up-to-date

Termly check of progress towards targets

Review of staff

Review of Governors

### **Efficiency & Effectiveness**

Tracking / evaluating and identifying key priorities for effect on improvement of Quality and Standards.



