
MONITORING POLICY



**BUTTSBURY
PRIMARY SCHOOL**

AN ACADEMY SCHOOL

Approved by:	Full Trust Board
Last reviewed on:	Autumn 2022
Next review due by:	Autumn 2025

1 Introduction

In our school we plan teaching and learning with a view to enabling each child to attain the highest level of personal achievement. To ensure that this happens, we regularly monitor the actions we have taken so we can collect information on which to 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 strengths and areas for 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 to reach their full potential.

Evaluation is the judgement of effectiveness of actions taken, based on their impact on the quality of teaching and 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 follow a planned cycle of school self-evaluation. This ensures that all aspects of the school's performance are systematically and regularly reviewed as part of an annual cycle.

2.3 A timeline for subject leaders outlining monitoring and evaluation is in place. This is used to inform our whole school monitoring and evaluation.

3 Roles and Responsibilities

3.1 Senior Leadership Team

- To ensure that all staff and trustees understand that the purpose of monitoring and evaluation is to enable Buttsbury Primary School to develop and improve;
- To identify areas that need to be monitored;
- To undertake monitoring and evaluation activities as appropriate;
- To delegate monitoring and evaluation activities as appropriate, ensuring clarity of expectations and outcomes;
- 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 Trust Board, on monitoring and evaluation findings and explain 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

- Ensure that colleagues and team members understand that the purpose of monitoring and evaluating is about recognising achievement and identifying areas for development;
- Undertake the monitoring and evaluation activities which are delegated to them as part of their roles and responsibilities.

3.3 The Trust Board

- Support and reinforce the view that the purpose of monitoring and evaluation is to enable the school to develop, recognise achievement, identify areas for development and sustain continuous progress;
- Receive monitoring and evaluation data at agreed times and consider its implications;
- Undertake monitoring and evaluation activities as part of the role of the Trust Board.
- Ensure that monitoring and evaluation are used to establish realistic targets for continuous improvement and school development.

Monitoring and Review

Policy Date: Autumn 2022

Review Date: Autumn 2025

Appendix 1

Summary of Monitoring Activities

- Lesson observations
- Team teaching
- Monitoring of long term, medium term and weekly plans
- Work scrutiny
- Pupil discussions
- Data analysis
- Pupil progress meetings
- Working with focus groups e.g. Gifted and Talented pupils
- Climate walk
- Deep Dives
- Informal drop-ins