

ST JAMES' RC PRIMARY SCHOOL

MONITORING AND EVALUATION POLICY

This policy has the School's Motto at its heart.

Faith in action,

Growing together,

Walking in the footsteps of Christ

What is monitoring and evaluation?

At St James' we plan teaching and learning to enable each child to achieve their full potential and seek the highest level of personal achievement. To ensure that this happens, we regularly monitor and evaluate the impact of our provision, so that we are in a position to make a judgment about how effective we are in securing the best outcomes for pupils.

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

Evaluation is the process of making judgments about the effectiveness of the actions we have taken, based on their impact on the quality of the children's learning.

Aims of Monitoring and Evaluation

We believe that effective monitoring should: -

- Promote excellent learning and teaching throughout the school;
- Ensure excellent planning and delivery of the curriculum;
- Identify the strengths and needs for professional development;
- Offer an opportunity to celebrate success and make progress;
- Provide information to support self-evaluation;
- Ensure consistency throughout the school;
- Ensure that every child is making good progress and is appropriately challenged to reach their full potential.

Strategies for Monitoring and Evaluation

We use the following process to monitor all areas of the work of the school. This provides a framework for evaluating performance, setting targets, planning, taking action and monitoring progress. The components are:

- How well are we doing?
- How does it compare with other schools/groups?
- What are the areas that could be developed?
- How can they improve?

Our strategies for monitoring include:

- Planning and work scrutinies;
- Teachers making daily formative assessments;

- Learning walks;
- Pupil interviews;
- Parent meetings;
- Feedback from outside agencies and secondary schools;
- Observations;
- Analysis of school information;
- Questionnaires.

Each term, staff meet with the Head teacher to discuss the progress of different groups of children. This meeting informs further actions to be taken.

The questions we ask in order to make it happen:

- What are our objectives?
- What are our actions?
- Who will take responsibility for it?
- How will we know when we have achieved our objective?
- Who is going to monitor the impact?
- How is the impact being monitored?
- What milestones will we use to check progress?

Roles and Responsibilities

It is the responsibility of the Head teacher to ensure that monitoring and evaluation processes are rigorous, thorough and embedded in the working practices of the school in line with our Christian ethos and values.

The Head Teacher ensures that all members of staff and governors understand the importance of participating in realistic, open and honest monitoring and evaluation as a key element of the process in identifying areas to improve. The Head teacher ensures that there is a published calendar of monitoring and evaluation activities which clearly states the purpose of the monitoring activity, who is involved and how findings are evaluated and reported back.

All staff are aware of their roles in these activities and are prepared to play an active part in reflective practice. Staff with leadership responsibility have specific areas of performance where they gather data in a structured way, evaluate effectiveness and make suggestions for actions to secure improvement. Their role descriptions clearly identify their areas of responsibility and they are given time and authority to carry out these activities. Staff who are asked to lead in monitoring activities receive training and guidance from an experienced senior leader.

Governors fulfil important aspects of their monitoring role through scrutiny of information reported at meetings and they observe evidence at first hand through visits and discussions with staff, parents and pupils. The governing body have a good understanding of the SDIP and ensure that it links directly to the school's priorities. The governors have a policy for visits to the school which has been shared with staff.

Links to Other Policies and Documents

- Staff Appraisal Policy
- Governor Visits Policy
- Teaching & Learning Policy
- SDIP

- Equality Policy
- Behaviour Policy
- Attendance Policy
- Roles and Responsibilities document
- SEND Policy
- Safeguarding Policy

Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance.

It was last reviewed in: summer 2023

It will next be reviewed in: summer 2026

This statement of policy was approved by the Governing Body at their meeting on: -

Date: _____

Signed:

_____ (Chairperson)

_____ (Head teacher)