



THOMSON HOUSE SCHOOL

Thomson House School Monitoring and Evaluation Policy

Agreed by: Education Committee
Date: October 2022

Review Cycle: Annual
Next Review Date: October 2023

All the Thomson House School policies should be read in conjunction with the Equality Policy

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Introduction

At Thomson House School we plan learning and teaching with a view to enabling each child to seek the highest level of personal achievement. To ensure that this happens, we regularly monitor the actions we have taken, so that we can then make a judgement about how impactful these actions have been on the children's learning. This gives us information on which we can base future decisions about the development of the school.

Monitoring

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

- Learning Walks
- Book Looks / Work Scrutiny
- Observations
- Curriculum Reviews
- Lesson Drop-Ins
- Governor Visits
- School Improvement Partner Visits
- Performance Management Discussions
- Regular Monitoring of different areas of school life eg Finance/Budget; Attendance/Punctuality; SCR/Safeguarding; Pupil Progress; NQT mentor meetings; Schools Direct students' meetings

We believe that effective monitoring:

- Promotes excellent learning and teaching throughout the school;
- Ensures excellent planning and delivery of the curriculum;
- Identifies the strengths and needs for professional development;
- Offers an opportunity to celebrate progress and success;
- Encourages reflective practice and 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

Evaluation is the judgement on the effectiveness of actions taken, based on their impact on the quality of the children's learning.

Monitoring and Evaluation framework

1. Monitoring and Evaluation in the school are part of a planned process and involve a range of different people over the course of the school year.
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.

Roles and Responsibilities

Senior Leadership Team

- To ensure that senior leaders, all staff and Governors understand that the purpose of monitoring and evaluation is to enable Thomson House School to develop and improve;
- To identify areas that need to be improved;
- To delegate monitoring and evaluation activities to the appropriate level with clarity of expectations and outcomes to be achieved;
- To carry out monitoring and evaluation activities which cannot be delegated and are the responsibility of the Leadership Team (e.g. Performance Management of teachers, budget monitoring);
- 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 Governing Body, on what the data is showing and how the information can be used to best advantage;
- Ensure that pupil performance data is collected, analysed and used to inform target setting.

Subject Leaders

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

Governing Body

- Agree, in consultation with the Head Teacher, the areas which need to be monitored and evaluated;
- Support and reinforce the view that the purpose of monitoring and evaluation is to enable the school to develop, recognise achievement and sustain continuous progress;
- Receive monitoring and evaluation data at agreed times and in the agreed format in order to review the information and consider its implications;
- Use a summary of some of the monitoring and evaluation data to inform parents about the school's progress and performance;
- Ensure that monitoring and evaluation are used to establish realistic targets for continuous improvement and school development.

Equality statement

The governors and staff of Thomson House School are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

Monitoring Timetable 2022-23

Half Term	Monitoring/Evaluation	Person(s) responsible	W/C Date
Aut 1	Planning of ECTs / new staff Medium term English and Maths plans	ECT Mentors/ Assistant Heads	Weekly
	Attendance & Punctuality monitoring	Head of School	Monthly
	SDP 2022-23 SED September 2022	Governors at FGB	14.09.2022
	Lesson Drop-ins with a focus on: reading (Wed); high expectations in terms of behaviour and behaviour for learning; clear progression within lessons;	SLT	w/c 03.10.22
	Pupil check in re provision and untapped KPIs	SLT	w/c 10.10.22
	Performance Management review meetings	AL – Senior Leaders JS - New teaching staff HH/CS/RW – Teachers SBM – Support Staff LR - SMSAs	w/c 10.10.22
	Work Scrutiny – English books Feedback at CPD 13.10	English Team (CC + RW/HH)	11.10.22 13.10.22
	Curriculum Review – Reading	HH + English Lead (CC)	03.10.2021
	Educational Provision	Education Committee	02.10.22
Aut 2	Planning of ECTs / new staff	ECT Mentors/ Assistant Heads	Weekly
	Attendance & Punctuality monitoring	H of S	Monthly
	Home Learning Monitoring – working party to follow	SLT	w/c 07.11.22
	Work Scrutiny – Maths books. Follow up on action points from maths curriculum review (July 2022) Feedback at CPD	Maths team (CC and HH)	15.11.22

	Governors' Day – feedback from Maths and PE curriculum reviews; Ofsted; data; link Gobs to see their areas.	Govs	11.11.22
	Curriculum Review – Science (previous review April 21)	HH + Science Lead (CS)	21.11.22
	Work Scrutiny – Science books. Feedback at CPD	HH + Science Lead (CS)	22.11.22- 24.11.22
	Pupil Progress Meetings – check vulnerable children's progress	AL / SLT	05.12.22 - 06.12.22
	PSHE floor books Monitoring Theme Week provision monitoring	SLT	w/c 05.12.22
	Safeguarding Compliance Check	Safeguarding Governor	Dece2022
Spr 1	Planning of maths	Deputy and Assistant Heads	Fortnightly
	Attendance & Punctuality monitoring	H of S	Monthly
	Work Scrutiny – Geography. Follow up on action points from geography curriculum review (May 22) Feedback at CPD	HH + Geography Lead (CG/NLT)	17.01.23
	Work Scrutiny – EYFS Feedback at SLT meeting on Wednesday	HH + EYFS Leader (ES)	01.12.22
	Lesson Drop-ins – adaptive teaching methods; vulnerable pupils; previous action points.	SLT	w/c 30.01.23
	Curriculum Review – Maths (previous review July 22)	HH + Maths Lead (CC)	w/c 30.01.23
	Monitor Extra-curricular clubs & wraparound care	SLT	w/c 06.02.23
Spr 2	Planning of science	Deputy and Assistant Heads	Fortnightly
	Attendance & Punctuality monitoring	H of S	Monthly

	Pupil Progress Meetings – focus on mid-year data	AL and teachers	21.02.23 - 22.02.23
	Curriculum Review – Music (previous curriculum review Oct 21)	HH + Music Lead (IS)	TBC
	Performance Management mid-year reviews	AL – Senior Leaders JS - New teaching staff HH/CS/RW – Teachers SBM – Support Staff LR - SMSAs	w/c 27.02.23
	PE monitoring	HH + DC	27.02.23
	Work Scrutiny – RE Feedback at CPD	HH + RE Lead (AL)	07.03.23
	Work Scrutiny – History. Follow up on action points from geography curriculum review (May 22) Feedback at CPD	HH + History Lead (JF)	21.03.22-
	Governors’ Day – focus on link areas	Govs	03.03.23
	Safeguarding Compliance Check	Safeguarding Governor	TBC
Sum 1	Planning of non-core	Deputy and Assistant Heads	Monthly
	Attendance & Punctuality monitoring	H o S	Monthly
	Pupil Progress Meetings - focus on final push for statutory assessments	AL + teachers	24.04.23- 26.04.23
	Lesson Drop-ins – focus tbc (reactive)	SLT	24.04.23- 26.04.23
	Curriculum Review – History (previous curriculum review June 21)	SIP + VA + PE Lead (DC)	TBC
	Work Scrutiny – Art, Computing, P4C, to follow up on action points from previous scrutiny. Feedback at CPD	HH + Subject leaders (LF + AG)	09.05.23
	Monitor and review school trips	HH + SLT	On-going

	Governors' Day – focus tbc	Govs	28.04.23
Sum 2	Attendance & Punctuality monitoring	H o S	Monthly
	Curriculum Review - Spanish	HH + Spanish Lead (tbc)	TBC
	Pupil Progress Meetings with end of year data	SLT	w/c 03.07.23
	Safeguarding Compliance Check	Safeguarding Governor	TBC

For monitoring to impact on learning and teaching, written feedback will be given and where appropriate, targets set. Any actions and targets will be reviewed to ensure practice improves. This is evidence for SED as well as Performance Management and information for the Governors.

Monitoring and Review:

The Education Committee ratified this policy in October 2022 and it will be reviewed annually.

Review date: October 2023