Monitoring and Evaluation Policy

2021 – 22

Document status

Written by	Phil Stock, DHT
Date agreed by LGB	July '21
Review date (every 2 years)	July '23
Publication	School website / Staff Handbook/ Staff Intranet/ Policy Viewer

School Intent: Linslade School builds aspirational bridges for learners today and opens a window into the wider world of our diverse society, creating opportunities to become leaders of tomorrow.

CHILTERN LEARNING TRUST

LINSLADE SCHOOL

Learning today, leading tomorrow.

Monitoring and Evaluation Policy

1 Introduction

At Linslade Middle School we plan teaching and learning with the aim of delivering excellent achievements and outcomes for all our learners. To ensure that this happens, we are planning to regularly monitor the actions we have taken, so that we are in a position to reflect on how effective these actions have been. This gives us information on which we can base future decisions about the development of the school and emerging priorities which can be addressed straight away.

1.1 Monitoring is the means by which we gather information. We will do this systematically across a range of activities within our school. We believe that effective monitoring will:

- Promote excellent teaching and learning throughout the school;
- Ensure excellent planning and delivery of the curriculum;
- Identify areas of rich practice and areas for professional development;
- Offer an opportunity to showcase progress and success;
- Provide information to support self-evaluation;
- Improve consistency throughout the school;
- Ensure that every learner is making good progress and is appropriately challenged to reach their full potential.

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

At Linslade we measure the quality of learning through the 'quadrangulation' of planning scrutiny, lesson observations and learning walks, books and learners. Lesson observations are used to inform leaders' evaluation of the quality of education in the school. A lesson visit is never used in isolation to make a judgement on the quality of an individual's teaching.

2 Monitoring and Evaluation framework

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

2.2 We will follow a planned cycle of school self-evaluation. This ensures that all aspects of our 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 (see pages 4 - 6). This is used to inform whole school monitoring and evaluation.

3 Roles and Responsibilities

3.1 Senior Leadership Team

- To ensure that the Leadership Team, all staff and Governors understand that the purpose of monitoring and evaluation is to enable Linslade school to develop and improve;

- To identify areas that need to be monitored;
- To delegate monitoring and evaluation activities to the appropriate staff 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, budget monitoring, line management meetings);
- 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 Local Governing Body and members of the Central Team, on what the data is showing and how the information can be used to best advantage;
- Ensure that learner performance data is collected, analysed and used to inform target setting.

3.2 Heads of Department

- Ensure that colleagues and team members understand that the purpose of monitoring and evaluating is about showcasing achievements and rich practice and identifying areas for development;
- Carry out those monitoring and evaluation activities which are delegated to them as part of their roles and responsibilities.

3.3 Link Governor/LGB/Central Team

- Agree, in consultation with the Head teacher and Quality of Education lead, 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, showcase 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 the monitoring and evaluation data to inform stakeholders about the school's progress and performance;
- Ensure that monitoring and evaluation are used to establish realistic targets for continuous improvement and school development.

3.4 Equality and Diversity statement

- Linslade staff are committed to providing the full range of opportunities for all learners, regardless of gender, disability, and ethnicity, social, cultural or religious background. All learners have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping;

4. Monitoring and Evaluation Schedule – 2021/22

To ensure that we monitor effectively against the teaching standards, a monitoring schedule has been drawn up below. This was shared with and approved by HODs and SLT in July '21.

4.1 Autumn Term Schedule

		Self Evaluation and Monitoring				
	QA - 360 showcases & PM Observations	HoDs	SLT and HODs Actions/Link Manager Meeting Focus	Professional learning	Emerging Priorities (live)	CLT Meetings
30-Aug		Check EPIC environments				
6-Sep		Check timetables and class lists. Resources check. Complete baselines and moderate				
13-Sep		Plan Link Governor's visits	Learning Walk - EPIC environment and relentless routines			
20-Sep		Update DDP. Plan appraisal reviews and emerging professional learning needs				
27-Sep		Review Yr 6 progress	Learning Walk and Book Look KS2			
4-Oct		Review ePraise and demerits issued. Liaise with HOY/HoKS		Walkthrus - Session 1		
11-Oct			Learning Walk and Book Look KS3			
18-Oct	Performing Arts	Appraisal deadline				
25-Oct	HALF TERM					
1-Nov		Open Evening planning				
8-Nov	PSHE/RE	Open Evening Prep				
15-Nov		Team wellbeing check	SEND and PP Learning Walk and Book Look			
22-Nov	Computer Science	SIMS data deadline	Safeguarding Audit/ 24/11 - Data input deadline. 25/11-03/12 -HOD moderate data			
29-Nov		SIMS data moderation		Walkthrus - Session 2		
6-Dec	Humanities	Monitor dept. budget Review KPIs	Learning Walk Form Time/ EB complete SOAP			
13-Dec			Reports issued			

4.2 Spring Term Schedule

		Evaluation and Monitoring				
	QA - 360 showcases & PM Observations	HoDs	SLT and HODs Actions/Link Manager Meeting Focus	Professional learning	Emerging Priorities (live)	CLT Meetings
3-Jan						
10-Jan	Maths	Review Professional learning of team and identify emerging needs				
17-Jan			Learning Walk and Book Look KS2			
24-Jan	English			Walkthrus - Session 3		
31-Jan						
7-Feb	DT		Learning Walk and Book Look KS3			
14-Feb						
21-Feb			Learning Walks - EPIC Behaviour 4 learning			
28-Feb	Science					
7-Mar		Team wellbeing check	SEND and PP Learning Walk and Book Look/ TA's submitted			
14-Mar	PE		18/03 - Data input deadline	Walkthrus - Session 4		
21-Mar		SIMS data deadline Review KPIs	21-28/03 - HOD moderate data`			
28-Mar	MfL	SIMS data moderation	EB to complete SOAP			

4.3 Summer Term Schedule

		Evaluation and Monitoring				
	QA - 360 showcases & PM Observations	HoDs	SLT and HODs Actions/Link Manager Meeting Focus	Professional learning	Emerging Priorities (live)	CLT Meetings
18-Apr		Monitor dept. budget				
25-Apr			Learning Walk and Book Look Year 6			
2-May		Interim Appraisals review. Plan PM observations				
9-May				Walkthrus - Session 5		
16-May		Review ePraise and demerits issued. Liaise with HOY/HoKS	HOD Learning walk			
23-May			HOD Learning walk			
30-May						
6-Jun	2nd PM Observation	Review learning journeys/SOW. Plan Transition day	Professional learning - PM observations/ 10/06 - Data input deadline			
13-Jun	2nd PM Observation	SIMS data deadline. Plan EPIC displays for new term	Professional learning - PM observations/ 17/06 -Data input deadline-all subjects			
20-Jun		SIMS data moderation	20-27/06 - HOD moderate data			
27-Jun		Plan for new term: PL choices				
4-Jul		Team wellbeing check	08/07 - Form teachers comments	Walkthrus - Session 6		
11-Jul			EB to complete SOAP			
18-Jul			Reports issued			

4.4 Protocols and Expectations

Please take time to read the information below to familiarise yourself with the expectations:

- All monitoring will be carried out by HODs, members of the Leadership Team, Walkthrus Coaches or Trust Central Team staff, in some cases teaching staff may also be part of the process;
- The monitoring will cover all areas of teaching practice;
- Lesson observations will be completed and feedback given by a HOD, Walkthrus Coaches and/or member of the Leadership Team and Trust Central Team staff;
- Dates given for monitoring must be adhered to, unless agreed with the Quality of Education lead;
- Formal observations will occur a minimum of twice a year;

To ensure that any activity which involves one teacher being in another teachers' classroom is both supportive and developmental, it is intended that no grades are given for individual lessons. A picture of teaching over time will result from activities such as learning walks, lesson observations, book looks and appraisal processes and combine, with information about how successfully the Teachers' standards are being met, to provide a sound judgement on the quality of teaching, learning and assessment.

4.5 Lesson Observations

These will be linked to our Performance Management and Appraisal process. The results will be provided to the Quality of Education Lead.

4.6 Learning Walks

Learning walks will be undertaken by HODs and the Leadership Team to monitor the consistency of practice across the school and will be developmental in nature. Teachers will be provided with a digital postcard showcasing areas of rich practice, aspects of the Teaching standards that were seen and any areas for development.

In addition, learning walks may form part of external audits, inspection or evaluation activities.

4.7 Books and Learners

Books looks and conversations with learners will be utilised to showcase achievements and identify any areas for development.

4.8 360 Showcases

A 360 showcase is an opportunity for departments to showcase areas of strength within their departments and identify areas for development. A member of SLT and the HOD will lead the showcase and the focus will be on the Department Intent, its Implementation and Impact. Other Trust staff may also be involved.

Activities will include a meeting with the HOD, book looks, a meeting with learners and learning walks. A summary report identifying areas of strength and rich practice and any areas for development will be provided.