

# ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL



*Life in all its fullness*

## **Monitoring Policy October 2023**

- A well led and governed school.

# ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL

## MONITORING POLICY

### **Purpose of Monitoring**

- School's central aim is to raise standards of attainment of all pupils.
- Monitoring is an important means of ensuring that standards are raised, of setting of statutory and other targets for pupil's attainment.
- Monitoring information is used to ensure that the school improvement planning process remains focused on the strengths and weaknesses of pupils' attainment and progress.
- The school is committed to improving the quality of teaching. Staff Development is based on the findings of the monitoring process.

### **What is monitored?**

#### **Pupils' Attainment and Progress (See Assessment Policy)**

- Individual teachers' ongoing assessment and marking of pupils work. This information is used to inform the day to day planning and target setting of individual teachers.
- All teachers have individualised formative records in which they record pupils' progress in relation to national curriculum key objectives. Progress in Maths, English, PE, science and RE are particularly emphasised. This information is used continually by each teacher as a normal part of the planning and teaching process.
- The school has a comprehensive set of formal assessments that are described in the school's assessment policy. This assessment information is used to identify whole school strengths and weaknesses and development needs and is used to set targets. The ISDR and the Nottinghamshire Performance Portal is used to make comparison between the school's attainment and attainment in similar schools and nationally.
- There is a summary of the school's strengths and weaknesses in pupil attainment in the SEF, termly and annual standards reports.
- The Head Teacher, the Deputy Head Teacher, Partnership School and Curriculum leaders undertake work analysis and moderation to a timetabled programme. Following work analysis, feedback is given to all staff, and actions are agreed in relation to the main findings. Key issues are built into the SIP.
- The whole staff occasionally undertakes an analysis of a sample of work across the school, looking at the attainment and progress by considering the work completed of a specific group, such as EAL or PP. Again, conclusions are drawn and action is taken accordingly where necessary. Moderation with other schools also takes place.
- Pupil progress tracking meetings take place every term to discuss pupil attainment.

## **The Quality of Teaching**

- Monitoring of teaching is undertaken by the Head Teacher, the Deputy Head teacher, Partnership Schools and Subject leaders. Monitoring has a specified focus that has been decided upon by subject leads from prior monitoring. Members of the Governing Body also monitor in their field of Governance.
- English and Mathematics are the first priorities for monitoring in line with our SIP priorities.
- There is a timetabled programme for the monitoring of teaching. A file with the outcomes of monitoring is held centrally by the Head Teacher and each individual teacher has a personal copy of all their records of monitoring activity. The records themselves are confidential to the Head Teacher, the observer and the teacher who is being observed. All monitoring of teaching is followed by self-evaluation and oral feedback.
- The monitoring of teaching leads to staff development, either collectively or individually and informs the development planning process.
- Early Career Teachers (ECTs) are monitored by the senior leadership team and an ECT Mentor.

## **Who Monitors?**

### **Governing Body**

- Pupils' Attainment and Progress through the annual standards report
  - Analysis of ISDR
  - In-School assessment data
  - Statutory and other targets for pupils' attainment
  - Policy development and implementation
  - All policies are considered by the governing body, initially by a governor with link responsibility. The implementation of policies is monitored through reports by Head Teacher and co-ordinators to the full governing body or sub-committees.
  - Teaching. Although the governing body does not formally monitor teaching, they see first hand the teaching and learning of the school. The governing body ensures that the school's policies for monitoring teaching are carried out, including the monitoring of the appraisal policy.
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- **Head Teacher/Deputy Head/Partnership Heads/Subject Leaders.**
- Attainment and progress through work analysis.
  - Planning and implementation of the curriculum.
  - Termly Assessment staff meetings.
  - Observation of Teaching.
  - Discussion with teachers, pupils, parents and governors.
  - Subject Leaders (see Subject Leader Policy)

- Attainment and progress in the subject through work analysis.
  - Planning and implementation of the subject.
  - Observation of subject teachers
  - Discussion with teachers, pupils, parents and governors concerning the teaching and learning in the subject.
- **Individual Teachers**
    - Attainment and progress in each subject through work analysis and on-going assessment and marking.
    - Discussion with teachers, pupils, parents and governors concerning the teaching and learning in the subject.
- **Pupils**
    - The school encourages pupils to take ownership of their own learning and progress. They are taught how to evaluate their own work and are therefore an important part of the monitoring process. Pupils are encouraged particularly to monitor their own progress in relation to class, group or individual targets and Learning objectives. This is facilitated through the sharing of success criteria.
    - All teachers consistently focus closely on pupil's work as a normal part of their teaching. Throughout the school pupils are taught to look closely at their work and to be aware of exactly how to make improvements in important areas.
    - Pupil Voice – a representative sample of pupils are questioned about teaching and learning in the school relating to the SIP.
- **Analysis of Findings**
    - The purpose of monitoring is to contribute to the continual development of attainment, teaching and learning in the school. All monitoring information is analysed with a view to ascertaining key messages that are then used to inform the school's development planning and/or staff development activities.
    - This statement will be evaluated and reviewed annually.

Reviewed: October 2023

Review: October 2024

Reviewed by staff : Miss. K. Merik

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