



Brookwood Primary School

Monitoring Policy

Aims

The key purpose of monitoring is to ensure that Brookwood School is operating effectively. This will, in turn, ensure that all children have the best opportunity to achieve against ambitious targets and hence raise standards. Monitoring provides evidence against which to judge the effectiveness of different aspects of the school and inform the school's self-evaluation process. Where weaknesses are found, the process feeds the identification of priorities for school development.

Monitoring:

- is planned, systematic, realistic and achievable
- is undertaken in a climate of mutual trust and respect
- covers all aspects of school life
- involves a cross-section of members of the school community
- ensures policies are consistently implemented
- gives a whole school focus on key priorities
- forms the basis of self-evaluation and professional development
- ensures that comparative information is used to place the school's performance in a wider context
- contributes to school effectiveness through the setting of appropriate targets

The main areas of monitoring are:

- analysing and evaluating educational standards - including tracking individual pupils' progress against their own targets; analysing trends in local data from classroom assessment; end of key stage assessments; comparison of the school's performance against agreed targets, national results and results from other Surrey schools
- reviewing policy and planning – including reviewing progress against the SDP; and the effectiveness of the Learning & Teaching policy; curriculum policies and schemes of work; Foundation Stage; SEN.
- observing and evaluating the work of the school – including teaching effectiveness, governor curriculum monitoring visits, sampling children's work, attendance and behaviour.
- ensuring the effective use of resources - including evaluating spending decisions, staff deployment, SEN support, the impact of training and appraisal.

Targets within the School Development Plan are reviewed by relevant Governing Body committees. Staff Job Profiles are developed in line with the performance management policy to reflect these priorities. Appropriate support and training is linked to the plan.

Lesson Observations

The school has set an ambitious target of 100% of lessons being good or better in the key aspects of learning and teaching. Formal, graded lesson observations are supplemented by headteacher drop-ins and peer observations and monitoring. The overall judgement of the quality of teaching is an amalgam of grades obtained from formal observations, the quality of work produced in class and the progress made by pupils against individual and school targets.

Records

Central monitoring records are held in the headteacher's office. Records of individual lesson observations are confidential to the teacher, observer and headteacher, although summaries are shared.

Approved at CPW Committee: March 2017

Date for next review: March 2019