

Kay Rowe Nursery School and Children's Centre.



Monitoring Policy. Reviewed November 2015

The initials K.R. in this policy are used to represent both the school and children's centre.

Aims: To provide the Senior leadership team, including governors, impartial information on, in particular, the quality of teaching and learning and the curriculum. To support the self evaluation process.

- To provide a framework for staff to reflect on and develop their practice.
 - To allow staff to focus on specific areas of the curriculum by measuring progress and contributing to the effective use of resources.
 - To organise and offer a broad and balanced curriculum for all it's pupils.
 - To continue to develop high quality education for children and their families.
 - To raise achievement through evaluation and review of practice.
 - To support staff development as early years practitioners.
 - * To provide an ethos that supports all staff to carry out monitoring strategies and to be able to give and receive constructive feedback.
- * See also Performance Management Policy.

The purpose of this policy is to provide a systematic approach to monitoring and evaluating practice in K.R. In order for organisation and practice to be effective it is important that monitoring and evaluation are carried out as part of the planning and review cycle. This allows for the development of high quality and effective provision and is in line with the school aims and government and LA initiatives and policies. It is the professional responsibility of all staff to carry out school policy under the direction of the Senior leadership team (including governors) who have the overall responsibility for monitoring all aspects of K.R.'s work.

Specific areas for monitoring will be identified from analysis of data documented in the School Improvement Plan for each term. EAL, attendance, planning, record keeping and SEN are monitored regularly.

The School Development Plan is devised annually in consultation with all staff and governors. In order to ensure that aims and objectives are met the Senior Leadership Team will review it on a termly basis and yearly with the SMT when an audit of the targets and success criteria takes place. The School Development Plan is in itself a monitoring system as it focuses on policy review, staff development and other areas such as equal opportunities that involve analysis and evaluation of current practice.

Staff are encouraged as part of the Performance Management Cycle to develop their practice by attending courses relevant to the S.I.P. and are asked to give feedback at staff meetings and the quality and effectiveness of this training is monitored.

All staff are involved in the planning process and plans are monitored on an ongoing basis by the Head Teacher/ Deputy Head to see that weekly plans reflect the medium term ones. All short term and medium term planning is kept on file and sampled when necessary. Monitoring of planning is always in conjunction with record keeping so that links between the two processes can be checked.

We Monitor in Different Ways.

All staff can be involved in the monitoring process and there are many different ways in which this can be done. Examples include:

- Using a pro-forma with the relevant headings as a guideline to work from. Often used when monitoring a particular curriculum area.
- Termly area monitoring by subject coordinators
- Filling in a variety of forms with the parents e.g. providing a basis for monitoring parental involvement and available expertise.
- Completing the register to provide information on attendance and lateness.
- Being responsible for an area of the curriculum and monitoring the resources available by general observation and by referring to lists made by other staff members and then being able to re-order these and look at the effectiveness of the area and who uses it.
- Use of questionnaires for parental feedback.

Areas for Monitoring

Attendance and punctuality- HT,, key workers, admin assistant

Assessment and Record Keeping- SLT

Buildings-HT & SITE SUPERVISOR.

E.a.l. – HT, INC.M, EAL.N.N. & ALL STAFF.

S.e.n.- HT/INC.M.

Policy Implementation-SLT

S.i.p. Targets- HT/SLT.

Curriculum and Quality of Teaching and Learning-SLT.

Planning-SLT

Display and Resources- ALL STAFF.

Equal Opportunities- INC.M. & ALL STAFF.

Performance Management- SLT

Extended Day-CCT & CCC.

(All the above are part of the review cycle).

The effectiveness of this policy will be monitored as part of the ongoing plan, do, monitor and review cycle.

Governors are invited to be part of the monitoring process at any point.

The next review date will be April 2016

