



The Orchard Vision: *Inspiring Success*

Values: *Determination, Courage, Respect*

## The Orchard Monitoring and Evaluation Policy

### 2021

#### **Learning and Teaching:**

##### ***Daily:***

- Plenaries
- Observation, marking and feedback- interaction with children in each lesson
- Formative assessment- discussion with colleagues

##### ***Weekly:***

- Year group planning based on reflections on previous weeks learning and progress
- Moderation of work samples

##### ***Monthly:***

- Leadership meetings- discussing Finance, Personnel, Teaching, Learning and Assessment Priorities, Personal Development, Behaviour and Attitudes, Safeguarding, Training and Development.

##### ***Half termly:***

- Assessment of phonics, “tricky”/common exception words- information goes home
- Whole school moderation
- Light touch review of individual provision plans,

##### ***Termly:***

- Head Teacher classroom observations
- Drop in Visits
- Pupil Progress Meetings
- Subject and Team Leader Classroom observations

- Governor Learning walks
- Work scrutiny-All subjects
- Moderation with other schools- ECM cluster and Voice Trust
- Planning
- Teacher and Leadership Performance Reviews
- Pupil tracking and data analysis- Performance Reviews
- Team Leader analysis of data
- Parent Meetings

**Annual:**

- LSA reviews twice annually
- Office staff and caretaker reviews
- Questionnaire to Parents
- Surrey attainment data- benchmarking
- ASP national data- benchmarking
- School analysis of SATS, EYFS, Year One data
- Whole school review of school improvement plan
- Subject leader reports on strengths, weaknesses and actions
- Transition- assessments and discussions with next year group teachers, data sent up and analysed
- Performance Management Targets
- Review of all statutory policies- Eg Safeguarding and Child Protection, Pay, Appraisal etc

**Behaviour and Safeguarding:**

- Daily ongoing monitoring of corridor, lunch hall, playground, toilet behaviour
- Behaviour incident log book
- CCTV monitoring of access- all gates
- HT on gate am most mornings
- Termly governor H and S inspections
- Weekly staff bulletin item
- Daily attendance checks- phone those who have not rung in
- Half termly attendance analysis
- Half termly punctuality analysis
- Accident book
- Single central record
- Safeguarding governor Learning walks
- Safeguarding Governor report
- Reports to DCPO – documented
- Vigilance and Supervision across the day
- Annual Child Protection training discussions
- Safeguarding Training for Parent helpers- discussion, questions
- Review of key safeguarding policies with staff

- Fire Drill – termly

**Parent Views:**

- Annual OFSTED style questionnaire (March/April)
- Foundation Stage questionnaires
- Reception Parent Induction meetings- September
- September class talks for parents with questions
- Termly parents evenings
- YrR-Yr1 Transition meeting
- Yr1 Autumn term questionnaire
- Governor Parent Liaison Group meetings
- Parent helper training
- How to help your child at home meetings: reading, maths, writing, ict, behaviour, emotional resilience
- Ongoing open door policy for parents to meet with staff to ask questions, raise concerns
- Home- school diaries
- Open surgeries with Head Teacher and Governors on specific whole school issues: (eg building plans, expansion of school, Trust status)
- Home School Link Worker- supporting parent communication with school- monday mornings
- Head teacher available most days- drop off and pick up

**Children's views:**

- Classroom plenaries
- Class discussions
- Worry boxes
- School Council
- Annual Survey
- Daily talking to staff
- PTA surveys
- pupil conferences

**Governor Monitoring and Evaluation:**

***Half termly:***

- Parent Liaison Group Meetings/Online feedback/discussion on Teams
- FGB meetings

***Monthly***

- PTA meetings

***Termly:***

- Learning Walks
- Improvement team/ Head Teacher Performance Review meetings
- Health and Safety inspections including SCR check
- SEF/ SIP including termly progress and attainment data and governor summary fact sheet
- Talking to parents at Open Evenings and events

***Annual:***

- Collection of data from staff on :
  - SEN
  - Child Protection
  - Looked After Children
  - Safeguarding
  - Literacy
  - Numeracy
  - Focus area as appropriate- eg ICT
- ASP
- Surrey Data
- Internal school data- progress and attainment

**Financial Monitoring:**

- FGB meetings- half termly
- Value for Money Reviews- eg swimming pool, eg building buy back
- Financial sustainability review and action planning (SIP)
- Monthly reconciliation reports, FMR, cost centre analysis: HT and SBM- monthly
- Leadership Meetings- monthly- Tuesdays
- Whole school Budget Planning and Review
- Performance Management Reviews- termly (teachers) or twice yearly (support staff)
- Audit
- SFVS- annual
- Surrey and National Benchmarking data
- Best value purchasing and comparative quotes

**Updated September 2021**