

MONITORING & EVALUATION POLICY

St. Columban's College strives to create a culture of self-evaluation and reflective practice that provides an opportunity for all our pupils to achieve their potential and follow educational pathways that will prepare them for the world of work and adult life.

PRINCIPLES

- To ensure the highest possible standards of teaching and learning.
- To ensure pupil progress and develop.
- To ensure the highest possible standards of pupil performance.
- To ensure the personal development and well being of all pupils.
- To ensure school policies are operated and followed.
- To assist staff in continuing with CPD.
- To provide information for the SDP.

Principles

Self evaluation and reflective practice is the remit of all staff. It is the responsibility of Principal, VP, HOD, Learning Co-ordinators, and teachers to ensure that monitoring and evaluation is structured rigorous and thorough. The outcomes from Monitoring and Evaluation should lead to informed actions.

Criteria for Monitoring – What are we looking at?

Quality of Provision

- Schemes of Work will show statutory requirements of Revised Curriculum and Entitlement Framework.
- Planning will show that Literacy, Numeracy and Information Technology are being delivered effectively as well as the Key Skills.
- Planning will be effective, showing clear learning intentions, success criteria and assessment.
- The teaching will reflect the learning outcomes, success criteria, and assessment. This will be clearly outlined to pupils.
- A range of teaching strategies will be used which are appropriate to achieving the learning intentions.
- The teachers will have a very good knowledge of their subject.
- The teachers will provide opportunities for children to develop into independent learners.
- Suitability and effectiveness of homework in involving parents or carers in their children's learning.
- Quality of leadership of post holders in school.

Achievements and Standards

- The standards of work in pupils books will reflect progress is being made in relation to their capabilities or baseline testing (value added)
- The standards reached by pupils should be in line with expectations of children with similar backgrounds.
- A Scrutiny of pupils' work will:
 - Reflect teacher planning
 - Show evidence of progress
 - Show school/departments policies on marking and presentation
- Samples of pupils work will be kept as evidence

Personal Development and Well-being

We expect:-

- Pupils to follow the agreed school rules/code of conduct.
- Pupils to participate in the Pastoral Programmes
- Pupils to work co-operatively and independently
- Pupils to exercise politeness and good manners both in school and when on educational visits
- Pupils to participate in life of school, i.e. prefects, school council, representatives etc
- Pupils to subscribe to the Pastoral Policies and Healthy Life Style promoted by the school
- Parental engagement with staff

Monitoring Arrangements (What are we going to do?)

Quality of Provision

- Lesson observation will be carried out at least once by Principal or Line Manager (PRSD)
- Principal will meet with HOD's and Learning Co-ordinators to review schemes of work to ensure that they meet the statutory requirements.

Achievements & Standards

- Homework Diaries signed weekly, Form Teacher & Year Head signatures.
- Pupils' books will be reviewed by the Management Team once a term. This will look at standards of presentation and Assessment for Learning.
- Attendance reviewed monthly by Form Teacher and Year Heads – assisted by EWO.
- Behaviour Management Module reviewed (tba).
- Five Formal Assessments placed on Assessment Module plus Final Test. Analysis of external formal exams - results using predicted scores and bench marking data for targets.
- Principal and Management Team survey of displays in school and classrooms to ensure that they celebrate pupil achievement, participation and community contribution to the life of the school. Also that they present a warm learning environment.

Personal Development & Well-being

To monitor by:

- Annual pupil survey – target a year group.
- Annual parent questionnaire PTM.
- Formal/Informal meetings and discussions with pupils.
- Review of behaviour Management Module
- Survey of canteen usage
- Child Protection/Bullying Analysis

Leadership and Management

- The Principal and Management Team will lead the school as set out in the School Development Plan.
- The Principal and Management Team will create a collaborative environment with clear channels of communication. All minutes etc available online to staff.
- The Principal and Management Team will monitor staff, finance, learning resources and accommodation.
- Feedback from reviews will be given to staff as soon as possible.
- The Principal will inform governors of the monitoring and evaluation by reports focussing on the School Development Plan priorities.

This is a working document to help develop an agreed culture of self evaluation and reflective practice that will benefit all the stakeholders in the school life of St. Columban's College.