

Oaks Park High School

Title of Policy: **Monitoring & Evaluation**

Person responsible: **J Hamill**

Date for review: **2017**

Aims

It is essential that the school regularly monitors and evaluates its performance to ensure targets are met. To do this effectively all staff need to take ownership of the policy and ensure deadlines are strictly adhered to.

School Structure

Governors

The Full Governing Body meets termly. Two sub-committees also meet termly. These are:

1. Curriculum and Student.
2. Finance and Personnel.

A report is prepared by the Headteacher on a termly basis and presented to Governors at the termly meeting.

Senior Leadership Team

SLT meets every on Monday from 3:30–5:00pm and again Wednesday P2 to review developments.

- SLT has fortnightly Line Management meetings with Curriculum and Pastoral Leaders.
- To check progress, each department and year team has an examination review as well as an annual review.
- SLT audit attainment data after each reporting window.

Curriculum Team Leaders - Departments

- Meet half termly, chaired by J Hamill.
- Meet with Line Managers on a fortnightly basis.
- Meet regularly with all members of their team as per the school calendar.
- Within their department, Team Leaders monitor and evaluate on a continuous cycle. This is achieved through lesson observations, analysis and effective use of attainment data; tracking of students causing concern and underachieving; book checks and homework monitoring.

Year Team Leaders

- Meet half termly, chaired by R Manning.
- Meet with Line Managers on a fortnightly basis.
- Meet with their form tutors on a half termly basis.
- Monitor and evaluate on a continuous cycle. This is achieved through lesson observations, analysis and effective use of attainment data.
- Monitor attendance on a weekly basis.

All staff are trained in child protection procedures and safeguarding and are aware of how to report

concerns.

Classroom Teachers

- Monitor attendance through regular taking of registers.
- Monitor student progress, classwork and homework, supported by their Head of Department.

Form Teachers

- Monitor daily the attendance, punctuality, work, behaviour, uniform and general workforce of all members of their tutor group and take appropriate action where necessary.
- Inform the Head of Year of serious issues or matters which persist.
- Reviews attainment data on their form group on a termly basis.