

MONITORING AND EVALUATION POLICY

Updated August 2022

AIM: to promote a culture of self-evaluation, critical reflection and continual improvement lies at the heart of this process.

- Each department should produce a programme to monitor and evaluate current practice on an annual basis.
- The focus of this programme must tie in to Departmental Development Plans and be clearly linked to the Whole School Strategic Development Plan.
- This evaluation should tie in with the school policies for Teaching and Learning, More Able, Differentiation and Feedback, for example and reflect the school objectives.

Department Annual Review

A copy of the M&E plans should be included as part of the **DAR documentation** sent to the Head at the start of the academic year. Updates on progress should be sent via departmental minutes and a review of the outcomes should appear in the DAR.

Types of evidence

- Records of:
 - Lesson observations (SLT Faculty Visits)
 - Learning Walks (SLT Faculty Visits)
 - Work Scrutiny exercises (SLT Faculty Visits)
 - Discussions with pupils, e.g. feedback on the impact of a new initiative on their learning at the end of a teaching module. The results of MidYIS Attitudinal Questionnaires could be included here. (SLT Faculty Visits and Student Learning Council)
 - Could include student questionnaires
- Analysis of performance indicators:
 - ALIS and MidYIS value-added data – the data provided annually from Durham could be used to identify areas for improvement and targeted intervention.
 - Examination Board enhanced results analysis, eAQA, allows a breakdown of performance on different components of modules. This could be used to inform the emphasis given in teaching and time allocations for different aspects of the course.
 - Summative assessment data – scrutiny of end of year examination and interim test papers can provide data on the effectiveness of teaching and learning and be used to inform lesson planning for the next academic year.
 - Use of GDST Inform for examination result analysis
- Departmental minutes

Lesson observations

The programme must include lesson observations in order to monitor and evaluate the quality of teaching and learning. This will help to form part of the evidence for the DAR documentation at the end of the year.



SHREWSBURY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

MONITORING AND EVALUATION POLICY

Updated August 2022

The Head of Department should observe the teaching of all members of the department on annual basis, in addition to the performance management programme. Feedback should be given as soon as possible after the lesson. Members of department may also wish to observe each other teaching if this aids development of new initiatives.

Work Scrutiny

The Head of Department/Head of Faculty should regularly sample the work of students throughout the year to build up a picture of the levels of attainment and progression over time, range and volume of work and its organisation and presentation – this should be in line with the Feedback, Assessment and Marking policy.

It should be noted whether marking policy is being followed and that all pupils are aware of this and understand it. The frequency and depth of marking and use of Formative Assessment for Learning should be commented upon. Evidence from scrutiny of mark books could also be included.

SLT Departmental Visits

Each academic department will be visited by members of SLT once in a 2-year cycle. The Deputy Head Academic will oversee and organise the schedule, communicating with HODs and other members and SLT.

Purpose: supporting departments to achieve excellence

Lesson Observations

- Likely to be 30 minutes
- Individuals might be seen more than once to ensure a suitable coverage of lessons
- Lesson plan required – mainly for context of lessons (where does this lesson fit within a sequence of lessons)
- Seating plan required (SEN, MAT and EAL students identified)

Pupil interviews

- Questions similar to ISI inspections

Work scrutiny

- Feedback
- Progress
- Marking policies and use of assessment (formative and summative)

Firefly/paperwork trawl

(e.g. meeting minutes, departmental development plans, departmental work scrutiny, budget information etc)

Schemes of work

- Ensuring that all schemes of work are in place and are being used

Meeting with department

- Informal lunchtime meeting with department

Feedback and action plan to HOD

- This will follow shortly after the visit
- Documentation will be provided to the HOD for use in future planning



SHREWSBURY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST