

THROUGH GOD'S GRACE A COMMUNITY GROWING IN KNOWLEDGE AND UNDERSTANDING



Policy for Monitoring, Evaluation and 'Feedback' of Teaching and Learning.

1. INTRODUCTION

This policy provides a clear statement of *Monitoring, Evaluation and 'Feedback'* (MEF) of *Teaching and Learning* that we undertake at St Laurence's School. It has been produced following discussion with staff. This policy has as its foundation our mission and aims as shared by all staff, parents, Governors and children.

2. AIMS AND OBJECTIVES

MEF provides good information about standards of teaching and children's learning. Outcomes can be used to inform the planning of future work, set targets, give advice on classroom strategies and diagnose specific difficulties. The fundamental principles that guide our MEF procedures can best be summarised as follows:

- i) MEF supports all colleagues in their work
- ii) The process is professional, manageable and honest
- iii) MEF is a regular feature of classroom practice
- iv) Our MEF work does not replace Performance Management procedures

3. METHODS AND PROCEDURES

Members of SMT and subject leaders have responsibility for MEF.

- v) MEF is carried out both inside and outside the classroom; for example, by viewing children's work and displays, observing children's behaviour, talking with children, looking at planning, target setting and lesson observations
- vi) Verbal feedback is given to colleagues as soon as possible after the monitoring has taken place
- vii) All professional judgements are recorded in the agreed format and a copy given to the colleague concerned
- viii) The subject leader or member of the SMT should also retain, in a safe place, a copy of their findings. The head teacher also has access to this information and should be given a verbal report after the monitoring activity has taken place.
- ix) General issues identified (*only*) should be shared at staff meetings.
- x) The MEF timetable is planned well in advance. However subject leaders should monitor and evaluate some aspect of the core subjects at least once each term and in the foundation subjects once per year. For the purposes of Quality Assurance the subject leader will where applicable involve the relevant governors in the process.

- xi) The focus for the monitoring activity should be clearly stated
- xii) The headteacher will also, separately, monitor standards in teaching and learning on a regular basis across all subjects and all aspects of the life of the school.
- xiii) Professional development needs identified through MEF will be addressed through school based INSET or LEA advisers or Courses as appropriate.

4.RESOURCES

It is the responsibility of the SMT to ensure that all subject leaders have the necessary time and training to complete MEF in their subjects.

5. EQUAL OPPORTUNITIES

This policy incorporates all the School statements on equality.

6.EVALUATION

This policy will be evaluated in the light of its impact on the work of the school.

Date: 12.1.12

Ratified by the Curriculum Committee.

Equality Impact Assessment of this Policy completed on 12.1.12

Next review due: 30.1.15