

Monitoring/Collecting views/School improvement

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
<u>HT and SLT</u>	<b>Planning</b> <b>Book Scrutiny</b> <b>Behaviour and learning walks</b> <b>Review SIP and SEF</b> <b>Health and safety updates</b>					
	Individual and school targets set EDP visit – results and targets	Lesson observations Governors report – progress and attainment		Lesson observations		Lesson observations Analyse self-evaluation forms to inform SIP Analyse Sats, track progress and set targets- individual and information given to new teachers
<u>All staff</u>	Behaviour walks Performance management objectives reviews and new objectives set Set individual /group/class targets	Learning walks Assessments and tracking progress including FSP Progress reports and review meetings Parent’s evening October Complete all records	Behaviour walks	Learning walks Review pupil progress, tracking, assessments Progress reports and review meetings Set new targets Complete all records Parent’s evening	Behaviour walks Assessments	Learning walks Self-evaluation forms Progress reports and review meetings FSP completed Complete all records Complete curriculum audits Parent’s evening drop-in
	<b>Book Scrutiny</b> <b>Writing Portfolios</b>					
<u>Pupils</u>	Behaviour walks Target setting	Task force meeting Progress reports	Behaviour walks Review of targets and target setting	Task force meeting Progress reports	Behaviour walks Review of targets and target setting	Questionnaires Task Force meeting Progress reports

<b>Governors</b>	Set and agree targets with LA Review HT performance management	Visits to school - observations	Review documentation as appropriate	Visits to school - observations	Review results	Visits to school – observations Data analysis with SLT
<b>Subject Leaders/All staff</b> Book scrutiny, lesson observations, planning, differentiation, marking, presentation, interventions  Reports to be written for governors	Reading/Phonics/Basic skills Topic – including RE Homework	ICT PE Writing	Art/DT Maths Homework	PE Reading/Phonics/Basic skills	Writing Topic – including RE Homework	PE Maths

Monitoring will take place as matters arise throughout the year