



# Newport Infant School

## Monitoring Policy

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Policy Lead	Headteacher
Date of Policy Adoption by Governing Body	March 2022
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Policy Category	Curriculum

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### Aims:

Monitoring is carried out by leaders within school in order to:

- Ensure that teaching and learning is in line with policy
- Evaluate the quality of teaching and learning
- Continually improve standards of teaching and provision
- Establish development points, set targets and evidence progress against these
- Triangulate data to quality assure provision through observations, data analysis and book trawls
- Ensure all groups are making progress and work is differentiated appropriately
- Moderate standards and ensure that there is progress both over time and during a lesson
- Effectively lead and coordinate subject areas
- To support all members of staff to develop and improve their practice

### The Monitoring Cycle

A monitoring cycle is established at the start of each school year. This will include monitoring across the key areas of Literacy and Maths and opportunities for all subject leaders to monitor their area of responsibility. It will be planned in line with SDP priorities and the needs of the respective coordinators. Monitoring within classrooms will take place during identified monitoring weeks where possible. Additional time for leadership activity and monitoring will be allocated for a Thursday afternoon each week.

### Protocol for Monitoring

Monitoring is a vital element in school improvement and should always aim to gather evidence that reflects the everyday offer for pupils. Leaders who are carrying out monitoring activities in school should:

- Inform staff in advance if they intend to observe in their class. This may be a given date and lesson but for drop-in of 10 minutes it may be during a given week.
- Request pupil workbooks for book trawls before they are required
- Provide written feedback for staff within 10 working days following an observation - except where an alternative has been agreed with the Headteacher
- Provide feedback on the previous development points for that member of staff or year group
- Evidence points for celebration and development points
- Include information on the behaviour of pupils and use of the school behaviour for learning policy
- Evidence provision for vulnerable groups including SEND and PPG
- Monitoring evidence will be recorded on the school proformas and a completed copy will be given to the member of staff who was observed, one to the Headteacher for the monitoring file and one retained by the subject leader who carried out the observation.

Whilst it is important that coordinators and leaders challenge under-performance and support staff to improve their practice, it is important that when carrying out monitoring leaders remain professional and ensure that the information that they gather is treated with confidentiality and shared in the appropriate manner.

### Other monitoring

Leaders in the school may carry out additional monitoring for a number of reasons:  
NQT's will receive additional observations in line with best practice and the Early Career Framework document.

New members of staff may be observed in their first half term additional to the monitoring cycle as part of their induction.

Staff identified as requiring support may receive additional monitoring in line with a management support plan or action plan.

Additional monitoring activity may be added to the schedule in response to identified urgent needs in a class or subject. These will be agreed prior to taking place.

### Monitoring Evidence

All monitoring evidence will be kept in the monitoring file in the Headteacher's office and an electronic version will be stored on the Leadership Directory or the school network drive. The information will be shared with the member of staff involved in the monitoring and senior leaders as well as relevant Governors.