

Monitoring and Evaluation Schedule 2016/17

TERM 1

	SEPTEMBER				OCTOBER		
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Headteacher/SLT	Plan timetable for Performance Management for teaching and non-teaching staff	Finalise SDP/SIP	HT/SLT set up programme of CPD based on subject leader priorities and SDP/SIP		Classroom observations Update Cohort Tracker to show attainment, progress and targets	Classroom observations Meet with class teachers to analyse assessment data and track progress	Consult with staff to identify groups of pupils vulnerable to under-achievement
Class Teachers	Curriculum topic webs/newsletter out to parents	Begin intervention groups with those targeted children Intervention Group surgery for parents SENCo meets with teachers to discuss individuals and plan intervention monitoring		Assessment Fortnight - reading, writing and numeracy Baseline Assessment on entry and enter data into school tracking system Data fed into class tracking sheets EYFS identify tracker children		SEN Individual Education Plans drawn up in consultation with SENCO and shared with parents Class teachers set group differentiated targets and individual targets	Update individual pupil records to show progress Parent/Teacher consultations Early Years teachers identify and target specific groups vulnerable to underachievement for tracking
Subject Leaders	Timetable observations of teaching/learning throughout year	Meet with link governor				Monitor attainment and progress through assessment results	Discuss assessment results and any whole school weaknesses
FGB		Meet with link subject leader		Agree SDP/SIP	Monitor and review policies		