

# Monitoring and Evaluation Schedule 2017/18

## TERM 1

	SEPTEMBER				OCTOBER		
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
<b>Headteacher/SLT</b>	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
<b>Class Teachers</b>	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
<b>Subject Leaders</b>	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
<b>FGB</b>		Meet with link subject leader		Agree SDP/SIP	Monitor and review policies		