

## Monitoring and Evaluation Schedule 2016/17

<b>TERM 3</b>						
	<b>JANUARY</b>				<b>FEBRUARY</b>	
	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>
<b>Headteacher /SLT</b>		HT assess and review impact of additional support programmes and meet with SENCO	HT monitor medium term planning  Line managers conduct PM classroom observations/feedback/mid-term review		HT/Subject Leaders scrutiny of work in core subjects to assess attainment  Update tracking system for groups vulnerable to underachievement  Meet with class teachers to monitor attainment and progress	
<b>Class Teachers</b>	Curriculum topic webs and newsletters out to parents	Intervention Group Surgery for parents		Assessment fortnight - reading, writing and numeracy  Input data into class tracking sheets  Set group differentiated and individual targets  Review intervention groups	Identify most urgent priorities for support and improvement  New IEPs drawn up and shared with parents  Update individual pupil records to show progress	
<b>Subject Leaders</b>		Review and update action plans in light of monitoring and evaluation				Discuss areas for improvement and whole school weaknesses
<b>FGB</b>		Monitor and review policies		Link governor observation and evaluation report	Sub committees prioritise spending linked to SDP/SIP	