

Monitoring and Evaluation Schedule 2017/18

TERM 3						
	JANUARY				FEBRUARY	
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Headteacher /SLT		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	
Class Teachers	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
Subject Leaders		Review and update action plans in light of monitoring and evaluation				Discuss areas for improvement and whole school weaknesses
FGB		Monitor and review policies		Link governor observation and evaluation report		Sub committees prioritise spending linked to SDP/SIP