

Monitoring and Evaluation Schedule 2016/17

TERM 4						
	FEBRUARY	MARCH				
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Headteacher SLT	HT plan budget to support school development priorities	Confirm arrangements for KS1/2 SATs and year group assessments	Monitor medium term planning to ensure coverage	HT pupil discussions to gain views of learners		Confirm budget allocation and plans
Class Teacher	IEP Parent/Teacher Consultations	Parent/Teacher Consultations	Review tracking of groups of learners vulnerable to underachievement		Analysis of class tracking system to assess and monitor progress and attainment	
Subject Leaders	Modify planning in light of monitoring and evaluation SENCo meets with teachers to discuss individuals and plan intervention monitoring	Pupil discussions to gain views of learners Staff meeting on identified subjects for SDP focus - whole school moderation and levelling	Work scrutiny to assess standards, attainment and progress Review topic books to assess for coverage, attainment, progress, differentiation and presentation of work Team planning for Term 5/6			
Governing Body	Monitor attainment and progress from tracking system and assessment data	Sub committee evaluate and monitor impact and progress of SDP/SIP			Monitor policies	