

## Monitoring and Evaluation Schedule 2017/18

<b>TERM 4</b>						
	<b>FEBRUARY</b>	<b>MARCH</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 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
<b>Class Teacher</b>	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	
<b>Subject Leaders</b>	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			
<b>Governing Body</b>	Monitor attainment and progress from tracking system and assessment data	Sub committee evaluate and monitor impact and progress of SDP/SIP			Monitor policies	