



# Monitoring Policy

**2026-27**

# Monitoring Policy

## Approval and Review

|  |                  |
|--|------------------|
| Committee to Approve Policy                        | Trust Board      |
| Date of Trustee Board / Academy Committee Approval | May 26           |
| Chair of Trustee Board / Academy Committee         | Mrs L Eagle      |
| Signature  | <i>L. Eagle</i>  |
| Accounting Officer                                 | Mrs K Peters     |
| Signature  | <i>K. Peters</i> |
| Policy Review Period                               | Annually         |
| Date of Policy Review                              | May 27           |

| <b>Version Control</b> |                      |                |                               |
|------------------------|----------------------|----------------|-------------------------------|
| <b>Version</b>         | <b>Date Approved</b> | <b>Changes</b> | <b>Reason for Alterations</b> |
| 1                      | May 26               | New policy     |                               |
|                        |                      |                |                               |
|                        |                      |                |                               |
|                        |                      |                |                               |

# **Monitoring Policy**

## **AIMS**

This policy is to support the Head Teacher, Assistant Head Teacher and all Subject Leaders to raise standards throughout the school through the monitoring process.

## **LEGISLATION AND GUIDANCE**

National Curriculum 2014

## **APPROACH**

Monitoring priorities will be identified annually using the School Development Plan.

When monitoring and evaluating the Quality of Teaching and Learning, staff will look for the following:

1. Do teachers have a secure knowledge and understanding of the subjects or areas they teach?
2. Do teachers set high expectations so as to challenge pupils and deepen their knowledge and understanding?
3. Do teachers plan effectively?
4. Do teachers employ methods and organisational strategies, which match curriculum objectives and the needs of all pupils?
5. Do teachers manage pupils well and achieve high standards of discipline?
6. Do teachers manage time and resources effectively?
7. Do teachers assess pupils' work thoroughly and constructively, and use assessments to inform teaching?
8. Quality of feedback to the children.

## **Documentation to be used**

Curriculum Overviews  
Progression of Knowledge and Skills Document  
Medium term plans  
Knowledge Organisers  
Lesson plans  
Floor books

## **Forms of Monitoring**

Classroom Observation  
Scrutiny of Planning  
Learning Walk  
Assessment and Record Keeping Scrutiny  
Book Trawl  
Pupil Interviews  
Tracking and Progress Information  
Discussion with the teacher and Support Staff

## **ROLES AND RESPONSIBILITIES**

### **Head Teacher**

It is the responsibility of the Head Teacher to ensure that our monitoring and evaluation exercises are sufficient to accurately assess standards of teaching and learning, and proportionate to the needs of the teacher, taking care not to cause undue stress. The Headteacher will use the results of monitoring and evaluation activities to identify the CPD

needs of the teaching staff, and areas for future school improvement. The Head Teacher will then work with the relevant team members to implement improvement plans. Monitoring will be carried out by Subject Leaders and Senior Leadership members. External monitoring will be decided by the Head Teacher which may include a MAT Deep Dive or an external advisor.

### **Governors**

In order to fulfil its role, the governing committee requires information at an appropriate level of detail. This is achieved in the following ways:

- A written report to the full governing committee once a term from the Head Teacher.
- Reports from external bodies.
- Participation in termly monitoring activities for assigned area (covering all key areas of school improvement).

### **RECORD KEEPING AND REPORTING**

All monitoring activities should be recorded on the school monitoring format. Outcomes will be used to support identification of future CPD or Development plan actions. These will be collated in the Head Teacher's office.

Information gathered during monitoring activities will be summarised within Subject Impact Reports.

### **MONITORING AND EVALUATION**

The monitoring timeline is planned at the beginning of each term. The staff are aware when their monitoring will take place. All planning and evaluations must be available. Some observations will be 'known' observations as agreed, others will be at any time during a given time period.

Verbal feedback will take place preferably within 24 hours. Written feedback will be given at the earliest possible date.

### **LINKS TO OTHER POLICIES**

Teaching and Learning Policy  
All Curriculum Policies