

Viking Academy Trust



Monitoring & Evaluation Policy

The VIKING ACADEMY TRUST Monitoring & Evaluation Policy has been written following advice from Schools Personnel Service and DFE guidance. It should be read alongside the Trust's 'Appraisal and Capability Policy', 'Lesson Observation Protocol' and 'Pay and Reward' Policy.

Approved by the Trust: Term 3 2017

Reviewed annually: Term 3

Last review date:

Signed:

Chair of Trustees



MONITORING & EVALUATION POLICY

The Viking Academy Trust

Schools in the Viking Academy Trust (VAT)

We start 2016-17 academic year with three schools in the Viking Academy Trust.

These are:

Chilton Primary School
Ramsgate Free School
Upton Junior School

This Monitoring & Evaluation Policy is for all of the aforementioned schools.

Introduction

At the Viking Academy Trust we plan learning and teaching with a view to enabling every child to seek the highest level of personal achievement. To ensure that this happens, we regularly monitor the actions we have taken, so that we are in a position to make a judgement about how effective these actions have been. This gives us information on which we can base future decisions about the development of the schools within our Trust.

Monitoring is the means by which we gather information. Within our Trust, we do this systematically across the curriculum, through a range of activities.

We believe that effective monitoring:

- Promotes excellent learning and teaching throughout the school;
- Ensures excellent planning and delivery of the curriculum;
- Identifies the strengths and needs for professional development;
- Offers an opportunity to celebrate success and make progress;
- Provides information to support self-evaluation;
- Ensures consistency throughout the school and schools within the Trust;



- Ensures that every child is making good progress and is appropriately challenged to reach their full potential.

Evaluation is the judgement on the *effectiveness of actions taken*, based on their *impact on the quality of the children's learning*.

Monitoring and Evaluation framework

Monitoring and Evaluation at the Viking Academy Trust are part of a thoroughly planned process and involve a range of different stakeholders over the course of an academic year. We follow a planned cycle of school self-evaluation outlined in each school's Improvement Plan (SIP). This ensures that all aspects of the school's performance are systematically and regularly reviewed as part of an annual cycle.

The SIP provides timeline for school leaders outlining monitoring and evaluation is in place. This is used to inform our Trust wide monitoring and evaluation process. We also aware that support to staff is most effective when given at the time of need and so additional observations, team teaching and feedback maybe given outside of the designated times on the SIP.

Where possible, observations will be filmed so that the teacher/teaching assistant can self-assess their own performance and have a more informed and fruitful feedback session with the observer. These films will be stored confidentially and only shared with relevant members of staff - not a general audience without consent.

Roles and Responsibilities

Leadership Team

It is the job of the Leadership Team (SLT / AHTs/ HoY / LoLs) to ensure all staff, Trustees and stakeholders understand that the purpose of monitoring and evaluation is to enable schools within the Viking Academy Trust to develop and improve. To ensure this, it is the Trust's Senior Leadership Team responsibility;

- To identify areas that need to be monitored;
- To delegate monitoring and evaluation activities to the appropriate level with clarity of expectations and outcomes to be achieved;
- To carry out monitoring and evaluation activities which cannot be delegated and are the responsibility of the Leadership Team (e.g. Appraisal, budget monitoring);
- To ensure that the data generated from monitoring and evaluation is collated, analysed and is used to review progress, recognise achievement and inform future planning;
- Report to the appropriate audience, including the school's Local Advisory Body (LABs), on what the data is showing and how the information can be used to best advantage;

- Ensure that pupil performance data is collected, analysed and used to inform target setting.

Curriculum Hub Leaders

Curriculum leaders within the VAT ensure that colleagues and team members understand that the purpose of monitoring and evaluating is about recognising achievement and areas for development; and they carry out those monitoring and evaluation activities which are delegated to them as part of their roles and responsibilities.

The Board of Trustees and Local Advisory Body (LAB)

The Board of Trustees at the Viking Academy Trust agree, in consultation with the Executive Head Teacher, the areas which need to be monitored and evaluated. It is also their responsibility to:

- Support and reinforce the view that the purpose of monitoring and evaluation is to enable the school to develop, recognise achievement and sustain continuous progress;
- Receive monitoring and evaluation data at agreed times and in the agreed format in order to review the information and consider its implications;
- Use a summary of some the monitoring and evaluation data to inform parents about the school's progress and performance;
- Ensure that monitoring and evaluation are used to establish realistic targets for continuous improvement and school development.

They look to do this through the establishment of a Local Advisory Body (LAB) for each school. The foci for each LAB is school improvement and monitoring of standards.

Equality statement

The Board of Trustees and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

Appendices

Appendices listed below can be located on VAT Share Point

Appendix 1

Trust Leadership Monitoring Schedule - annual overview 2016-17

Appendix 2

Viking School Annual / Termly Overview

Appendix 3

Lesson Observation Protocol



