**monitoring and evaluation**

**AIMS**

To monitor the practices, systems and structure employed within school to ensure that school policies and statements are being adhered to.

To ensure that a systematic review through evaluation takes place of all that ‘goes on’ within the school so that there is a continual striving for improvement.

To provide the best education possible, using all the available resources to their best effect.

To use the present systems and structures to monitor and evaluate all that ‘goes on’ in the school in a positive non-threatening manner.

**DEFINITIONS**

MONITORING – a continuous process which looks at present practices, systems and structures to ensure they fall within the prescribed parameters.

EVALUATION-looking at the effectiveness of the practices, systems and structures against the prescribed success criteria.

**PROCEDURES**

Monitoring is to be a continuous process and should be driven by the individual responsible for the activity. The management structure as outlined in the Management Policy will be used to communicate information to the Head teacher and SMT.

In practice:

1. SMT – to monitor whole school activities, practices, systems and structures that do not fall into any of the above.
2. Heads of Faculty to monitor all department activities
3. Heads of Department – to monitor, with appropriate members of their teams, all the activities that fall within their Job Descriptions.
4. Heads of Year/Pastoral Coordinator – to monitor, with form tutors, all the activities that fall within their Job Descriptions.
5. Individuals – to monitor their practices, systems and structures for activities for which they have specific responsibilities.

The conclusions from the monitoring process will form the basis of the Headteacher’s Annual Report to the Trustees. The Headteacher and SMT will use the information to look at the whole process and identify strengths, weaknesses or gaps.

Departments’ Handbook, Pastoral Policies, etc. must include an outline of the procedures to be adopted. These should be as consistent as possible across the whole school.

Evaluation will follow the same structures and management pattern.

At each step, the ‘receiver’ of information will employ strategies to ensure the validity of the information and soundness of evidence.

The SMT will employ suitable techniques to collect evidence to support that received through the Management System.