

PARKINSON LANE COMMUNITY PRIMARY SCHOOL

Staffing, Premises & Finance Policies

Monitoring and Evaluation Procedures

Finance

- The school bursar makes regular scrutiny of the school finances during weekly visits to the school.
- The Headteacher and bursar meet at least monthly. The bursar provides the Headteacher with a monthly statement and highlights any concerns and trends.

Lesson observation/reviews.

- Teaching and learning in classrooms.
- With reference to the School Development plan priorities to:
 - audit particular areas
 - monitor/evaluate the success of particular initiatives

Curriculum planning.

- Planning is monitored through observations of lessons, school work scrutinies, and pupil interviews.

Assessment

- Nursery baseline formal assessments of progress ongoing throughout the year.
 - monitor reading standards
 - provide the basis for the setting of school targets
 - indicate individual pupil progress
 - indicate children who should be targeted.
- Y2, Y3, Y4, Y5, Y6
 - rolling programme of assessments

Buildings

- The caretaker and Headteacher undertake a weekly tour of the building in order to:
 - highlight health and safety issues
 - identify repairs, etc.
 - cleaning issues.

Attendance

- Weekly print outs of attendance figures are provided to the Headteacher.

School Development Plan

- The implementation of individual action plans is monitored by the Headteacher/SMT/Governors.
- The school development plan is reviewed at an inset day in January/February in order that target priorities are set that inform the budgetary process.

Special Educational Needs

- SEN manager and Headteacher to look at IEPs on a termly basis.

Headteacher	Date taken to Staff	Chair of Governors
Date		Date 12/3/2018
Review Date:		

Signed Date

Chair of Governors