

### Highfields Primary School - Monitoring and Evaluation Schedule

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
<b>Performance Management</b>	Target Setting	Head Teacher's Performance Management	Mid-point Reviews			Annual PM Reviews
<b>Achievement &amp; Standards</b>	Pupil target setting	Data collection prior to Christmas  Pupil progress meetings  Analysis of ASP/IDSR  IPP Reviews		Data collection prior to Easter  Pupil progress meetings  IPP Reviews		Data collection prior to Summer  Pupil progress meetings  IPP Reviews
<b>Quality of Learning and Teaching</b>	Classroom observations  Medium Term Planning monitoring  Work scrutiny	Moderation	Classroom observations  Medium Term Planning monitoring  Work scrutiny	Moderation	Classroom observations  Medium Term Planning monitoring  Work scrutiny	Moderation
<b>Behaviour &amp; Safety</b>	Attendance Monitoring  Safeguarding Meetings	Attendance Monitoring  Safeguarding Meetings	Attendance Monitoring  Safeguarding Meetings	Attendance Monitoring  Safeguarding Meetings	Attendance Monitoring  Safeguarding Meetings	Attendance Monitoring  Safeguarding Meetings
<b>Stakeholders</b>	Governor Monitoring	Governor Monitoring  ASP/ IDSR analysis with Governors	PASS survey completed with KSI and KS2 children  Governor Monitoring	Parental Survey  Governor Monitoring	Governor Monitoring	Governor Monitoring
<b>School Improvement Planning &amp; Evaluation</b>		Achievement and Attainment SEF update		Quality of Teaching SEF update	SIP draft planning	Leadership & Management SEF update