

Howard Park Community School

Self-Evaluation - Monitoring Timetable - 2016 - 2017 - 2018

	Summer 1 2016	Summer 2 2016	Autumn 1 2016	Autumn 2 2016	Spring 1 2017	Spring 2 2017	Summer 1 2017	Summer 2 2017	Autumn 1 2017
	Priority 1 - The Achievement of Pupils - Priority 2 - The Quality of Teaching, Learning and Assessment - Priority 3 - Behaviour for Learning								
SDP FOCUS			Marking Policy and Practice	The Writing Journey	The Writing Journey and Writing at Length	Challenge	Questioning in preparation for INSET	Embedded Presentation	TBC
Performance Management Teachers	Performance Management '15 - '16 Mid-Year Reviews	Performance Management '15 - '16 Evidence Builder	Performance Management '15 - '16 Closing Statements	Performance Management Formulation for '16 - '17	Performance Management '16 - '17 Action	Performance Management '16 - '17 Action	Performance Management '16 - '17 Mid-Year Reviews	Performance Management '16 - '17 Evidence Builder	Performance Management '16 - '17 Closing Statements
Performance Management Support		Performance Management Formulation for '16 - '17	Performance Management '16 - '17 Action	Performance Management '16 - '17 Action	Performance Management '16 - '17 Mid-Year Reviews	Performance Management '16 - '17 Evidence Builder	Performance Management '16 - '17 Closing Statements	Performance Management Formulation for '17 - '18	Performance Management '17 - '18 Action
Drop in to 'snap shot' learning (10 mins max.)			<u>Weekly</u> JN – SM (N) SM – TS (Rec) CL – EV (Y1) MN – JN/CL (Y2) JP – GH (Y4) JP – KA (Y5) JP – SA (Y6) MN – LL/RJ (Y3) MN - CM (Y6)	<u>Weekly</u> JN – SM (N) SM – TS (Rec) CL – EV (Y1) MN – JN/CL (Y2) JP – GH (Y4) JP – KA (Y5) JP – SA (Y6) MN – LL/RJ (Y3) MN - CM (Y6)	<u>Weekly</u> JN – SM (N) SM – TS (Rec) CL – EV (Y1) MN – JN/CL (Y2) JP – GH (Y4) JP – KA (Y5) JP – SA (Y6) MN – LL/RJ (Y3) MN - CM (Y6)	<u>Weekly</u> JN – SM (N) SM – TS (Rec) CL – EV (Y1) MN – JN/CL (Y2) JP – GH (Y4) JP – KA (Y5) JP – SA (Y6) MN – LL/RJ (Y3) MN - CM (Y6)	<u>Weekly</u> JN – SM (N) SM – TS (Rec) CL – EV (Y1) MN – JN/CL (Y2) JP – GH (Y4) JP – KA (Y5) JP – SA (Y6) MN – LL/RJ (Y3) MN - CM (Y6)	<u>Weekly</u> JN – SM (N) SM – TS (Rec) CL – EV (Y1) MN – JN/CL (Y2) JP – GH (Y4) JP – KA (Y5) JP – SA (Y6) MN – LL/RJ (Y3) MN - CM (Y6)	<u>Weekly</u> JN – SM (N) SM – TS (Rec) CL – EV (Y1) MN – JN/CL (Y2) JP – GH (Y4) JP – KA (Y5) JP – SA (Y6) MN – LL/RJ (Y3) MN - CM (Y6)
Book Look			Literacy/ Numeracy – focus Marking and Feedback linked with new policy	The Writing Journey	The Writing Journey	Challenge for all and the most able - is it evident?	Challenge for all and the most able - is it evident?	Literacy/ Numeracy – focus Marking and Feedback linked with new policy	TBC
Pupil Progress	Informal sight to Summer 2 meetings	Pupil Progress meetings and intervention evaluation	Informal sight to Autumn 2 meetings	Pupil Progress meetings and intervention evaluation	Informal sight to Spring 2 meetings	Pupil Progress meetings and intervention evaluation	Informal sight to Summer 2 meetings	Pupil Progress meetings and intervention evaluation	Informal sight to Autumn 2 meetings
Governor Monitoring	Class Monitoring	Class Monitoring	School Walk (Late August/ Early September)	The Writing Journey - Following training by SLT	The Writing Journey - continued	Is challenge evident throughout school?	How is our Questioning? - Following training by SLT	Presentation throughout school - are standards being maintained?	TBC
Planning	Literacy Planning (focus on Writing)	Literacy Planning (focus on Writing)	Literacy Planning (focus on Writing)	Literacy Planning (focus on Writing)	Challenge in Planning	Challenge in Planning	Use of Interventions	Use of Interventions	TBC
Formal Observations			All staff: MN, SM and JP 4 weeks in		All staff: MN, SM and JP 4 weeks in		All staff: MN, SM and JP 4 weeks in		All staff: MN, SM and JP 4 weeks in

Moderation of Work Samples	Literacy - Moderation of Writing samples	Literacy - Moderation of Writing samples Cross curricular		Literacy - Moderation of Writing samples		Literacy – Moderation of Writing Samples		Literacy – Moderation of Writing Samples	
Talking to pupils		Talk to pupils – Literacy targets	What’s on the walls? / how does it assist you?	How is behaviour in your class?	What happens when things get difficult?	PASS Survey	PASS Survey	How have you done this year?	
Learning Walk			Learning Walk - Working walls	Learning Walk - Behaviour	Learning Walk - Perseverance	Learning Walk - The School Env.	Learning Walk - Assessment Org.	Learning Walk - Behaviour	

Structure as of September 2016:

MN - Head Teacher		Governing Body	
JP - Deputy Head Teacher		SM - Assistant Head Teacher	

JN - Middle Leader		CL - Middle Leader	
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TL - Teacher	EV - Teacher	LL - Teacher	RJ - Teacher	GH - Teacher
KA - Teacher	CM - Teacher	SA - Teacher	KH - Teacher	

ETA Team - Split into SEND Streams

ADMIN Team

SEN Team

Maintenance Team