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## **Danegrove Primary School**

### **Curriculum Monitoring Policy - 020**

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#### **IDENTIFICATION**

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#### **DOCUMENT APPROVAL**

Completion of the following signature block indicates that the appropriate parties have reviewed this document and agree with its intent.

<b>Name</b>	<b>Role</b>	<b>Signature</b>	<b>Date</b>
Deborah Metcalf	Headteacher		
Linda Gowling	Chair of Governors		



## **CURRICULUM MONITORING**

### **Aim**

To ensure that Monitoring of planning, teaching, learning and assessment by leaders is carried out in a uniform manner. Feedback to teaching and support staff by leaders is then delivered personally and sensitively.

### **Broad Guidelines**

1. Leadership Team to devise and circulate timetable of release to all staff.
2. Leaders to then inform staff when they will be visiting particular classes and agree before the visit the focus of the visit.

The focus may be planning, teaching of the class or a particular group, teaching of a particular child e.g., special needs or the very able, resources and assessment or recording.

3. A member of staff may request that the co-ordinator his/herself leads the session. This should then be planned for and timetabled.
4. The co-ordinator and teacher may agree to team teach a session.
5. Feedback to the teacher/support staff should be in the form of a brief meeting eg, at lunchbreak or after school. A photocopy of the completed form must then be given to the teacher/support staff.
6. Suggestions for improving the sessions observed, in a future teaching situation, may be made. This should be linked to one or two suggestions in order that the feedback remains positive.

If there is a problem with any session observed a member of the Leadership Team should be consulted prior to feedback.

The aim of monitoring is to be critical friend, to guide planning, teaching, resourcing and assessment. Harmonious relationships should be of paramount importance and preserved alongside constructive guidance and improvements.

### **Conclusion**

Through planning and assessment of pupils work. Sharing of expertise, dissemination of good practice, best use of resources will be achieved by staff supporting each other through monitoring visits and INSET activities.

Co-ordination of year group initiatives

- Co-ordinate staff/children for events such as: year group concerts, sports events, assemblies, national/school assessments, whole school initiatives, visit.

#### Management of a year group budget

- Liaise with year group staff about the purchase and organisation of stock/resources within the year group
- Responsibility for ordering the year group stock/resources.