



## **POLICY ON THE EVALUATION, MONITORING AND REPORTING OF THE QUALITY OF DELIVERY OF TEACHING AND LEARNING**

**POLICY STATEMENT:** In order to achieve continuous improvement in educational standards it is necessary to apply a range of quality processes.

**POLICY OBJECTIVE:** To ensure that sound structures are in place to evaluate, monitor and report on the quality of delivery of teaching and learning.

### **1. EVALUATION**

- Staff evaluation through the Performance Management process including: Performance contracts, Book Review, Class visits and Appraisal meetings with Line Manager as well Executive Manager.
- Whole school evaluation through Independent Quality Assurance Agency (IQAA) and Umalusi
- Review of lesson preparation by Academic Head
- Review of Learning Programmes through analysis of marks with Academic and Grade Heads.
- Review of progression across grades through hand over meetings.

The purpose of evaluation:

- Staff Professional Development planning
- Implementation of improvement strategies
- Maintaining and improving standards
- Recognizing and sharing of good practice.
- Supporting staff
- Development of the School Improvement Plan

### **2. MONITORING**

- Discussion at School and Grade meetings focusing on pupil and classroom progress, best practice and improvement.
- Academic Head monitors the implementation of Learning Programmes.
- Grade Heads review samples of pupils work together with the grade ensuring there is consistency in quality and standards of work.
- Moderation of work and assessment is done on a continuous basis.
- Intervention strategies are put in place where necessary.
- Assessments are calibrated within the grade as well as across the phase.
- Analysis of marks informs lesson planning.
- Policies are discussed and communicated.

### 3. REPORTING

- Pupil achievement: individual Progress Reports are issued twice a year.  
Data captured on ADAM.  
Various analysis tools are available such as the mark distribution and progression schedules.
- Staff performance: Performance Contracts, Class Visit and Book Reviews reports are produced in accordance with the Staff Appraisal Plan.
- Staff Development Plan is informed by the appraisal process and indicates the professional development needs of staff.
- School performance is reported through the IQAA and Umalusi process.
- School Development Plan is informed by self-evaluation processes and identifies areas for improvement including action plans and budget implications.

*POLICY FORMULATED AND ADOPTED MARCH 2015 – M MACKINNON*

*REVISED OCTOBER 2021 - C MELAIA*



