



**This policy aims to ensure that the curriculum is monitored.**

These aims will be met specifically by:

- a regular programme of internal monitoring through lesson observations
- learning walks conducted by the SLT and curriculum leaders
- guided learning walks by governors
- scrutiny of planning by the Senior Leadership Team (SLT) and curriculum leaders
- work sampling by the SLT and curriculum leaders
- observation of displays in classrooms and other areas of the school
- discussion of work in progress with teachers and children.
- pupil interviews conducted by teachers and governors
- the use of LA / External inspectors when appropriate

#### Governors' Monitoring Procedures

- Monitoring should take place following the Management Plan and Governor Monitoring Plan
- Curriculum monitoring shall be conducted using a range of strategies
- Feedback from curriculum monitoring shall be provided to the standards committee

#### Code of Conduct of Governors' Monitoring Activities

A programme of curriculum monitoring will be agreed by the Standards Committee and the Executive Headteacher for activities which will take place each term. Before any monitoring activity is carried out the following will be identified:

- Date and time of the proposed visit (minimum two weeks' notice)
- Focus or purpose

If the monitoring activity is intended to see the curriculum in action then Governors should:

- remember that classes are working
- if visiting the classroom discuss the visit with the class teachers at a mutually convenient time both before and after
- inform the Executive Headteacher or Assistant Headteacher before leaving the site.

Governors should not:



- interfere with the delivery or content of any lessons
- undertake direct observation in classes where they have a child
- make comment during the course of any lesson

Monitoring activities will not be arranged without the prior notice of teachers (not less than one week)

Governors will feedback to the Standards Committee the outcome of their monitoring and a copy of the report will be kept in the Governors' Monitoring Folder.

### Guidance Notes for Curriculum Monitoring

Unless focus specifically commissioned, it would be helpful if subject leaders refer to the strategic plan for guidance on the focus of their monitoring activities.

#### Pupil Interviews:

- The class teacher should identify an appropriate selection of pupils for interview
- Pupils from different classes should be interviewed separately – no more than four at a time.
- The same questions should be asked of pupils from different classes.
- Compare answers to identify common learning experiences across the classes.

#### Work Sampling

- Work sampling is to be carried out in line with the Management Plan and the outcomes will be shared by the SLT at the Standards Committee.

#### Reporting

Subject monitoring reports will be shared with appropriate teaching staff prior to sign off by the Executive Headteacher and reported to the Standards Committee.

Reports should clearly state:

- the focus of the monitoring activity
- the method used
- the time and date of the activity
- who conducted the activity
- factual account of the process noting any factors that may have affected the outcome of the activity
- summary of findings against the points identified for pupil interviews and work sampling above
- reports should be given to the Executive Headteacher within one week of the activity



If the monitoring activity is to be conducted with governor support, the activity must be arranged with the governors no less than two weeks in advance.

See Management Plan

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