

SECTION 5

Timetable of Assessment and Monitoring Activities

ACADEMIC YEAR 2023 TO 2024

This is a working document and gives an over view of monitoring and assessment arrangements for the academic year. The activities and dates of activities will be amended and reviewed according to the outcomes and in response to local or national priorities.

DATES IN RED NEED TO BE FINALISED AND CHECKED WITH NATIONAL AND LOCAL DATA COLLECTIONS

	WHAT?	WHO?	WHY?	Start Date To be completed Over/By	Reported To	How are Parents supported or informed?	Outside Agency Involvement	Staff Meetings or Governor Committees
ONGOING	Pastoral Support Meetings	Head teacher Deputy Head teachers Assistant Head teacher Pastoral Team (Attendance, Behaviour and Child Protection) Paula Cox and Janet Ash	To ensure that school's thoughtful and wide-ranging promotion of pupils' spiritual, moral, social and cultural development and their physical well-being enables pupils to thrive; To ensure pupils value their education and rarely miss a day at school. No groups of pupils are disadvantaged by low attendance; attendance rates of absence is rising quickly to above national average; Safeguarding is effective; To ensure pupils' impeccable conduct reflects the school's effective strategies to promote high standards of behaviour; To ensure pupils work hard with the school to prevent all forms of bullying, including online bullying and prejudice-based bullying.	Termly July 2023	Safeguarding Subcommittee	Pastoral Team Monitoring Activities.	ECM – Lead Professional; Social Services ASPIRE; LA Behaviour Support Services; SEN Professionals; Ladywood Outreach; CAMHS; LA Attendance; High Schools.	Safeguarding Subcommittee Head teacher Report to the Board of Governors
	Governor Monitoring Visits	Members of the Board of Governors	To ensure governors provide a balance of challenge and support to leaders throughout school, understanding the strengths and areas for needing improvement; To ensure governors work effectively with the school to communicate the vision, ethos and strategic direction and develop a culture of ambition.	Termly Governor Monitoring Visits. Week Timescale invitations sent to named Governor from Leader of Learning. July 2023	In writing to the Head teacher through the governor visit proforma.	Website	ECM – Lead Professional; Governor Support Services	Board of Governors Meetings Head teacher report to the Board of Governors Subcommittees
	Timetable of Moderation Activities both in school, with Cluster and Local Authority.	Senior Leadership Team Head teacher Deputy Head teachers Assistant Head teacher	To ensure that all staff in school, across Cluster and with the Key Stage LA Moderation; - Are consistent with a shared or common interpretations of standards and expectations of what constitutes achievement of National Curriculum standards; - Share an understandings of what pupils' achievements look like throughout each year group; - Continue to develop accuracy and reliability in making judgements; - Ensure judgements are equitable in terms of implications for pupil learning; - Strengthen the value of teachers' judgements; - Inform well targeted teaching interventions; - Make judgements in relation to standards.	September 2023 Expectation – three internal moderation activities per year; Three Cluster moderation activities per year; Two LA moderation activities Across all year groups.	Feedback to the Head teacher through Key Stage Leaders in school; Feedback to Head teacher through Lead School Reports.		ECM – Lead Professional; Board of Governors	Curriculum Subcommittee; Head teacher's Report to the Board of Governors
	LP Monitoring Visits Autumn Term Summer Term	Senior Leadership Team	To provide professional challenge and support to school, supporting leadership evaluate its performance, identify priorities for improvement, and plan effective change. evidence-based assessment of the school's performance and its strategies for improving teaching and learning.	Autumn Term Visit Summer Term Visit	Board of Governors		ECM – Lead Professional; Board of Governors	Board of Governors Meetings

SEPTEMBER	Update School Self-Evaluation Summary	HT Diane Jeffries		Completed by on a termly basis	- Full Governing Body through the HT Report to Governors; - Website; - Staff in 'allstaff' File - Server – Self Evaluation.	Written Report from the HT and published on the website.	<i>ECM – Lead Professional</i>	Head teacher Report to the Board of Governors
	Pupil Premium Report 2023 to 2024	DHT (Pupil Premium Lead) Ross Powell	To maintain the progress across the curriculum of disadvantaged pupils, LAC pupils is improving further and are high compared to national figures.	Week Beginning: *(Dependant on ASP Data Release)	- Full Governing Body through the HT Report to Governors; - Website; - Staff in 'allstaff' File – Self Evaluation	Written Report from the Pupil Premium Lead and published on the website	<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Safeguarding Subcommittee Curriculum Subcommittee Head teacher Report to the Board of Governors
	Questionnaires sent out to Parents, Pupils and Staff.	HT Diane Jeffries	To ensure leaders and governors have a deep, accurate understanding of the school's effectiveness informed by the views of pupils, parents and staff.	TBC Autumn Term 2023	- Full Governing Body through the HT Report to Governors; - Website; - Staff in 'allstaff' File – Self Evaluation; - School Council.	Analysis Report written by the Head teacher:- - Published on school website; - Sent out with Newsletter.	<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Head teacher Report to the Board of Governors
	Leader of Learning Monitoring Reading	Middle Management Team Sam Walker	ACTIONS - Phonics implemented; - Phonics Lessons in EYFS, KS1 and Key Stage 2; - Class Text in use; - Phonics Box/resources evident.	Monday 25 th September 2023	- Early Years Lead; - Key Stage One Lead; - Head teacher	Analysis Report written by the Leader of Learning:- - Individual feedback; - Strengths and Areas for Development.	<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Curriculum Subcommittee
	Leader of Learning Monitoring Hand Writing	Middle Management Team SLT Lead AHT – Sam Walker TLRs –Christina Shreeve, Vicki Jones, Jo Scoble, Rhys Jones	ACTIONS Check children with pen licences are continuing to use pen in their next class.	Monday 18 th September 2023	Written Feedback to all staff in the form of a tick list.		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors
OCTOBER	Maths Book Monitoring Activities	Middle Management Team SLT Lead AHT – Sam Walker TLRs –Christina Shreeve, Vicki Jones, Jo Scoble, Rhys Jones	To ensure that the school's actions have secured and maintain substantial improvement in progress in mathematics.	Monday 2nd October 2023	Head teacher Teaching and Learning Report to the Board of Governors Written Feedback to all staff		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Staff meeting Curriculum Subcommittee Head teacher's Report
	Staff Appraisal	Team Leaders Head teacher Deputy Head teachers Assistant Head teacher	To ensure leaders and governors use incisive Appraisal processes that lead to professional development that encourages, challenges and supports teachers' improvement.	Monday 9 th October 2023	Full Governing Body through the HT Report to Governors.		<i>ECM – Lead Professional for HT Appraisal, linking with staff appraisal targets.</i>	Personnel Subcommittee Head teacher Report to the Board of Governors
	Classrooms Environments reflect the Teaching and Learning Policy	Middle Management Team	To ensure that staff have Incorporated the expected aspects of the Classroom Environment expectations as outlined in the Teaching and Learning Policy and linked to Teachers Standards 1.1.1.	Monday 30 th October 2023	- Full Governing Body through the HT Report to Governors; - Website; - Staff in 'allstaff' Monitoring File.	Parents Evening Tuesday 19 th December 2023	<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Informal 1:1 Written and Verbal Feedback – Staff; Curriculum Subcommittee; Head teacher Report to the Board of Governors
	Baseline Assessment in Early Years	Class Teachers EYFS Lead – Emma Pilling Assessment Leads – Emma Pilling and Ross Powell	To enable the school to demonstrate progress using the starting points for each individual Nursery and Reception child or children new to the Foundation Stage.	Friday 13 th October 2023	Head teacher Local Authority Assessment Lead Report to the Board of Governors	Parents receive information via the '2 Simple' build a profile online system. Liaison with additional staff if concerns are highlighted.	<i>CAF referral system in place to identify concerns or check on previous CAFs</i>	Staff meeting Curriculum Subcommittee Head teacher's Report
	Topic Book Monitoring Activities	Middle Management Team SLT Lead AHT – Sam Walker TLRs – TLRs – Christina Shreeve, Vicki Jones, Jo Scoble, Rhys Jones	To ensure that the school's actions have secured and maintain substantial improvement in progress in writing.	Monday 23 rd October 2023	Head teacher Teaching and Learning Report to the Board of Governors Written Feedback to all staff Standards Tracker Updates		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors

	Leader of Learning Monitoring Phonics	SLT Vicki Jones Emma Pilling	ACTIONS - Reading Diaries; - Guided Reading Records; - Reading Environments; - Comprehension Folders 5 – 7 pieces; - Evidence of Class Text.	Monday 23 rd October 2023	Report Written Feedback to all staff		Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors
NOVEMBER	Scrutiny of Planning Class Teacher Files	SLT	To ensure that teachers plan lessons very effectively, making maximum use of lesson time and coordinating lesson resources well.	Monday 20 th November 2023	Head teacher Teaching and Learning Report to the Board of Governors Written Feedback to all staff Standards Tracker Updates		Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.	Staff Meeting Governors Personnel and Curriculum
	Leader of Learning Monitoring Writing	Sam Walker	ACTIONS 3 – 4 pieces of writing in portfolios and topic folders; - Talk for Writing Strategies in English Books; - Writing Wall in use.	Monday 6 th November 2023	Report Written Feedback to all staff		Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors
	Formal Classroom Observations	HT	To ensure the effectiveness of the actions taken by leaders secure and sustain the outstanding teaching, learning and assessment.	Monday 6 th December 2023	Head teacher Teaching and Learning Report to the Board of Governors Standards Tracker Updates		Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.	Staff Meeting Governors Personnel and Curriculum Subcommittee Appraisal Head teacher Termly to the Board of Governors
DECEMBER	Completion of School Pupil Tracker in line with the end of term assessment data deadlines.	Class teachers	To ensure that throughout each year group and across the curriculum, including English and mathematics, current pupils make substantial and sustained progress.	Deadline for Assessment Data and Reports to Head teacher Friday 1 st December 2023	Teachers send reports to the Head teacher for quality assurance. Assessment Leads – Emma Pilling and Ross Powell, plan and devise Pupil Progress Meetings to target interventions.	Parents receive Autumn Term reports from the class teacher on at Parents Evening on Tuesday 19 th December 2023	Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.	Curriculum Subcommittee Head teacher Termly to the Board of Governors
	Pupil Progress Meetings	Assessment Leaders – Emma Pilling and Ross Powell Class teachers	To ensure that class teachers and SLT identify and support any pupil who is falling behind and enable almost all to catch up.	Week beginning Monday 4 th December 2023	Head teacher to create Assessment data summary headlines of attainment and progress focusing on each year group, to be shared with the staff and Board of Governors through the Head teacher's report to Governors.		Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.	Head teacher Termly Report to the Board of Governors
	Coordinator Activities around school based on Teaching and Learning and Areas for Development within subject lead Action Plans - Quality of teaching, learning and assessment	Subject Leaders	To ensure leaders and governors focus on consistently improving outcomes for all pupils across the curriculum, but especially for disadvantaged pupils.	Friday 16 th December 2023	Individual Electronic Reports for each Subject Lead to be submitted by Friday 15 th December 2023. Head teacher Report to the Board of Governors		Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors
	Leaders of Learning	Leaders of Learning	ACTIONS - Coverage of the national curriculum; - School curriculum.	Completed by Friday 15 th December 2023	Report Written Feedback to all staff		Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors

JANUARY	Maths Book Monitoring	Middle Management Team	To ensure that the school's actions have secured and maintain substantial improvement in progress in mathematics.	Monday 17 th January 2024	Head teacher Teaching and Learning Report to the Board of Governors Written Feedback to all staff Standards Tracker Updates.		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Staff meeting Curriculum Subcommittee Head teacher's Report
	English and Topic Book	Senior Leadership Team	To ensure that the school's actions have secured and maintain substantial improvement in progress in writing.	Monday 29 th January 2024	Head teacher Teaching and Learning Report to the Board of Governors Written Feedback to all staff Standards Tracker Updates.		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors
	Monitoring Personal Development, Behaviour and Welfare	Middle Management Team	To ensure that the high expectations for the conduct of pupils as reflecting in the Behaviour Policy is exemplary.	Monday 8 th January 2024 Deadline for reporting Friday 22 nd March 2024	Head teacher Teaching and Learning Report to the Board of Governors Written Feedback to all staff		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Safeguarding Subcommittee Staff Meetings Head teacher Report to the Board of Governors
	Coordinator Activities around school based on Teaching and Learning and Areas for Development within subject lead Action Plans – Personal Development, Behaviour and Welfare.	Subject Leaders	To ensure leaders and governors focus on consistently improving outcomes for all pupils across the curriculum, but especially for disadvantaged pupils.	Monday 8 th January 2023 Deadline for reporting Friday 22 nd March 2024	Individual Electronic Reports for each Subject Lead to be submitted by Friday 22 nd March 2024 Head teacher Report to the Board of Governors		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors

FEBRUARY	Scrutiny of Planning Class Teacher Files	Middle Management Team SLT TLRs – TLRs – Christina Shreeve, Vicki Jones, Jo Scoble, Rhys Jones	To ensure that teachers plan lessons very effectively, making maximum use of lesson time and coordinating lesson resources well.	Monday 19 th February 2024	Head teacher Teaching and Learning Report to the Board of Governors Written Feedback to all staff Standards Tracker Updates		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Staff Meeting Govs Personnel and Curriculum
	Completion of School Pupil Tracker in line with the end of term assessment data deadlines.	Class teachers	To ensure that throughout each year group and across the curriculum, including English and mathematics, current pupils make substantial and sustained progress.	Deadline for Assessment Data and Reports to Head teacher Friday 1 st March 2024	Teachers send reports to the Head teacher for quality assurance. Assessment Leads – Emma Pilling and Ross Powell, plan and devise Pupil Progress Meetings to target interventions.	Parents receive Spring Term reports from the class teacher on at Parents Evening on Tuesday 28 th April 2023	<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	
	Pupil Progress Meetings	Assessment Leaders – Emma Pilling and Ross Powell Class teachers	To ensure that class teachers and SLT identify and support any pupil who is falling behind and enable almost all to catch up.	Week beginning Monday 4 th March 2024	Head teacher to create Assessment data summary headlines of attainment and progress focusing on each year group, to be shared with the staff and Board of Governors through the Head teacher's report to Governors.		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Head teacher Termly Report to the Board of Governors
APRIL	Coordinator Activities around school based on Teaching and Learning and Areas for Development within subject lead Action Plans. The Quality and standards of education.	Subject Leaders	To ensure leaders and governors focus on consistently improving outcomes for all pupils across the curriculum, but especially for disadvantaged pupils.	Monday 18 th April 2024 Deadline for report submission of Leader of Learning Report – Friday 19 th July 2024	Individual Electronic Reports for each Subject Lead to be submitted Friday 19 th July 2024 Head teacher Report to the Board of Governors		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors
	English and Topic Book Monitoring Activities – Reading	Senior Leadership Team	To ensure that the school's actions have secured and maintain substantial improvement in progress in writing.	Monday 15 th April 2024	Head teacher Teaching and Learning Report to the Board of Governors Written Feedback to all staff Standards Tracker Updates.		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors
MAY	Formal Classroom Observations Including Personal Development Behaviour and Welfare Focus Activity and Planning	Senior Leadership Team	To ensure the effectiveness of the actions taken by leaders secure and sustain the outstanding teaching, learning and assessment. To ensure resources and teaching strategies reflect and value the diversity of pupils' experiences and provide pupils with comprehensive understanding of people and communities.	Monday 6 th May 2024	Head teacher Teaching and Learning Report to the Board of Governors		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Staff Meeting Governors Personnel and Curriculum Subcommittee Appraisal Head teacher Termly to the Board of Governors
	Monitoring Activities – Focus: Maths Homework	Middle Management Team SLT Lead TLRs – Christina Shreeve, Vicki Jones, Jo Scoble, Rhys Jones	To ensure teachers set challenging homework, in line with the school's policy and as appropriate for the age and stage of pupils, that consolidates learning, deepens understanding and prepares pupils very well for work to come.	Monday 13 th May 2024	Head teacher Teaching and Learning Report to the Board of Governors Written Feedback to all staff		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Staff meeting Curriculum Subcommittee Head teacher's Report

	Key Stage One SATS Key Stage Two SATS Phonics Year 1 EYFS Moderation/Outcomes	Senior Leadership Team Year 1 Class teachers Year 2 Class teachers Year 6 Class teachers	To ensure that from each different starting point, the proportions of pupils making and exceeding expected progress in English and in mathematics are high compared with national figures. The progress of disadvantaged pupils matches or is above that of other pupils nationally.	Phonics – WB Monday 10 June 2024 KS1 Optional – May 2024 MULTIPLICATION TEST – WB Monday 3rd June 2024 KS2 WB Monday 13th May 2024	Head teacher to create Assessment data summary headlines of attainment and progress focusing on each year group, to be shared with the staff and Board of Governors through the Head teacher's report to Governors.	Parents receive their child/children's assessment data through the Summer Term reports on Friday 14th July 2023 to be discussed at Parents Evening on Tuesday 18th July 2023		Staff meeting Curriculum Subcommittee Head teacher's Report
JUNE	Scrutiny of Planning Class Teacher Files	Middle Management Team Sam Walker TLRs Christina Shreeve, Vicki Jones, Jo Scoble, Rhys Jones	To ensure that teachers plan lessons very effectively, making maximum use of lesson time and coordinating lesson resources well.	Monday 24th June 2024	Head teacher Teaching and Learning Report to the Board of Governors Written Feedback to all staff Standards Tracker Updates		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Staff Meeting Govs Personnel and Curriculum
	Completion of School Pupil Tracker in line with the end of term assessment data deadlines. OFP3	Class teachers	To ensure that throughout each year group and across the curriculum, including English and mathematics, current pupils make substantial and sustained progress.	Deadline for Assessment Data and Reports to Head teacher Friday 21st June 2024	Teachers send reports to the Head teacher for quality assurance. Assessment Leads – Emma Pilling and Ross Powell, plan and devise Pupil Progress Meetings to target interventions.	Parents receive Summer Term reports from the class teacher to be discussed at Parents Evening on Tuesday 16th July 2024	<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	
JULY	Pupil Progress Meetings	Assessment Leaders – Emma Pilling and Ross Powell Class teachers	To ensure that class teachers and SLT identify and support any pupil who is falling behind and enable almost all to catch up.	Week beginning Monday 24th June 2024	Head teacher to create Assessment data summary headlines of attainment and progress focusing on each year group, to be shared with the staff and Board of Governors through the Head teacher's report to Governors.		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Head teacher Termly Report to the Board of Governors
	Leader of Learning Activities around school based on Teaching and Learning and Areas for Development within subject lead Action Plans. The Quality and standards of education.	Subject Leaders	To ensure leaders and governors focus on consistently improving outcomes for all pupils across the curriculum, but especially for disadvantaged pupils.	Leader of Learning Report – Friday 19th July 2024	Individual Electronic Reports for each Subject Lead to be submitted Friday 19th July 2024 Head teacher Report to the Board of Governors		<i>Updates though verbal and written reports given to Lead Professional during the Autumn, Summer Visits.</i>	Curriculum Subcommittee Staff Meetings Head teacher Report to the Board of Governors