

Longdean School



Self Evaluation Policy

Reviewed: June 2010
Ratified: June 2010
Next review: June 2011

Aims:

Through effective self evaluation we aim to:

- 1) Take an objective look at student's achievements and the areas of under achievement.
- 2) To target appropriate support and challenge for all staff and departments within the school by celebrating and sharing strengths and addressing weaknesses.
- 3) To provide effective intervention to ensure that all students achieve at Longdean School.
- 4) To gauge the views of all stakeholders in order to support School Improvement Planning.
- 5) To ensure we focus on the school's key priorities and also our core values so that all students can be proud of who they are and what they achieve every day.

The Process:

The strategy for improvement is based on systematic monitoring of performance at all levels in the school and through an annual cycle. This cycle should help diagnose how aspects of the school's work, especially teaching and learning can be made more effective.

The Self Evaluation Cycle

Review – evidence gathering – analyse findings – evaluate the reasons for these findings – plan with measurable outcomes – act

Key Levels of Leadership and Management

On both the academic and pastoral sides of the school, management is a two way process between Governors, the Senior Leadership Team and line management links to Directors of House and Directors of Learning and all other teaching and support staff within the school.

Seeking the views of stakeholders outside of the school is coordinated by members of the Senior Leadership Team at set times in the year although the actual tasks may be completed by other members of staff.

Each aspect is fed back through many channels but the suggestions in the final 'how do we feedback' column are those that we prioritise for each aspect.

Key Self Evaluation Activities - Views of Stakeholders

Area	How	When	Organised By	How do we feedback?
Governors	Governor Visits Committee Meetings Governors Strategic Group Vice-chair mtgs with HT Financial Health Check	Ongoing Termly Termly ½ termly Annually	Governor links/LB/ RB HJ/SLT link HJ/RB RB/SC/JH AL/Chair of finance	FGB FGB FGB FGB FGB
Students	PASS Survey Ofsted Questionnaire Parliament Tea with HT Student support SFLT VT/House reps/Student Forum Casual Admissions feedback questionnaires	Annually - November Ongoing ½ termly meeting ½ termly meeting Ongoing Ongoing ½ termly meeting Ongoing	CU AP/EM PG AP/Headteacher PA LM PG/LD AP Inclusion Manager	Feedback is via a range of methods including: Papers to all staff, Plasma screens, letters home, Longdean Link Through the Longdean Link. Inclusion Manager provides paper. To parents if appropriate. Minutes of meetings and attendance at SLT ½ termly Assemblies, form time At pastoral meetings and SLT
Parents	Parents Evening Questionnaire Ofsted questionnaire Parent Focus Group Complaints Log Parental Letters Parent forum Parent homework group Learning platform	Ongoing Annually - November Ongoing Ongoing Ongoing ½ termly meeting ½ termly meeting Ongoing	AP/DOH CU CU Headteacher PA SLT RB AP/AL AL	Plasma Screens, Longdean Link, letters home, VT/House reps Longdean Link, parents forum, VT/House reps FGB, SLT mtgs, next focus group mtg, Longdean Link SLT mtgs, next focus group mtg, Longdean Link Log details how dealt with; RB mtg with LB Governors Strategic Group Dialogue with staff involved and parents At following mtg and Longdean Link Via the Learning platform
Staff	Well-Being survey On-line suggestions box Staff meetings INSET days Union meetings Staff Committee Staff Briefings Teaching and learning and pastoral briefings Ad hoc meetings	Every 2 years Ongoing ½ termly Termly Termly ½ termly Weekly Weekly Ongoing	LB CU RB PG LB/RB SLT LB RB PG/AP	Well-being briefing and paper To individual member of staff and via e-mail to all staff if need Staff meetings and papers INSET days and papers, Longdean Link and Govs Curriculum Union board and through Reps Staff briefings Staffroom noticeboard In the briefings In the briefings As appropriate
Other Schools	Consortium WHASH mtgs Consortium East mtgs HT Consortium East mtgs	Termly ½ termly Termly	RB RB RB/SC	SLT meetings and Govs Curriculum SLT meetings and Govs Strategic Group SLT meetings and Govs Strategic Group

	HT/Chair of Govs QA weeks Primary School Visits Primary School Questionnaires	Termly Ongoing Annually	PG/LD MU/LM/DL MU	Staff briefings and Govs Curriculum SLT meetings DOL meetings
Other agencies	Questionnaire Multi Agency Meetings Feedback from SSAT	Annually in July ½ termly Annually	AH LM MU	FGB Governors Strategic Group Staff briefings
Neighbours	Cheese and wine evening Community Audit SLT duties before & after school	Annual in Spring term Every 2 years Ongoing	LB/RB CU/LB SLT	FGB Governors Strategic Group Staff briefings
Visitors	Visitors cards	Ongoing	LB	Governors Strategic Group and Staff briefings

Key Activities throughout the Year

Achievement & Standards	Analysis of results using Raise, FFT, ALPS	September meeting	RB, CU, DOL, SLT link	Exam Reports by all DoL. Headlines to all staff.
	Target Setting	September	RB, CU, DL, SLT link, DOL	Governor, SLT and staff meetings.
	Department RAG/SoW	October	RB, CU, DL, SLT link, DOL	Meetings minutes and Dept RAG updated.
	Report cycle leading to intervention	Termly	CU/DL	
	Progress towards UQ targets at GCSE	January/February	AHT/DoL inclusion	Database updated each report cycle & shared with students, parents and partner agencies.
	House Achievement Tracker (HAT)	Ongoing	DOH, SLT Link	SLT mtgs, parent mtgs
	Key Groups databases – BME, SA, SA+	On going & updated each report cycle	Gov Strategy/Full Gov	DOH mtgs, Gov , SLT link mtgs and parent meetings.
Standards review/JARV	Termly	SIP/RB/DL/Govs	FGB, Longdean Link	
Personal Development & Well Being	Analysis of Attendance & Punctuality	Half term report	LM	Headlines passed to all staff. Figures on plasma screens.
	Reward & Behaviour	Half term report	LM	Headlines to all staff. Figures on plasma screens.

	Analysis			
	Analysis of Bullying & Racism Data	1 report per term	LM	Figures discussed at SLT and Premises Gov Committee.
	PASS	Annually - November	CU	Paper to all staff, overview on plasma screens, one to one meetings with parents as appropriate.
	Student Exit Questionnaires	Annually - May	PG	SLT meetings
	Staff Well Being Questionnaire	Every 2 years	LB	Staff mtg, Gov Personnel Committee
	IIP	Every 3 years	CU	Staff mtg, staff well-being group and Gov Personnel Committee.
	Comm. Service Report	Termly	PG	Shared with Director of Post 16 & students in assembly.
	Student Support	Weekly	LM	Shared with pastoral team and parents if appropriate.
	Healthy School Review	Annually in June	CU	Longdean Link
The Quality of Provision	SLT Schedule of Work based on RAG analysis to include: Work Scrutiny Dept Reviews KS reviews Learning Walks Student Voice	Sept/Oct Ongoing thereafter	SLT/DOL	Schedule of work discussed at SLT & minuted with DOL. Records of separate actions all kept & feedback at CPD to dept.
	Link Meetings	Fortnightly or as appropriate	SLT link/DOL	Discussed at SLT then at DoL
	Curriculum Review	Termly	DL	SLT/DOL/Governor mtgs
	HW monitoring	Termly	AP/AL/BR	Shared at DoH meetings & student forum sessions.
	Options Choice and Guidance	November/February	DL	Reviewed by SLT after the event each year.
	Alternative Provision Reports	Termly	LM	Information shared between schools & with teachers involved

	Post 16 QA week	Termly	PG/LD	East Heads consortium mtg
	Learning Environment	Termly	AL	Staff briefings, SLT and Governor mtgs
	House Captain Feedback	½ termly	AP	House meetings & assemblies & SLT
Leadership & Management	Set PM targets	By October Half term	CU	QA of targets by SLT.
	Review PM targets	February	CU	Plans shared with staff for comment & additions Paper to all staff Discussed at SLT
	Governors Strategic mtg	½ termly	RB/HJ	SLT feedback to each other
	SLT meetings	Weekly Mon/Wed	RB/LB	SLT, staff briefings, FGB
	Review of GIP/SIP/DIP	½ termly	HJ/CU	SLT, staff briefings, FGB
	Review of SEF	Termly	RB/CU/DL	SLT, staff briefings, FGB
	Impact of Specialism	Termly	MU	SLT, FGB, Partnerships
	Analysis of CPD	Termly	CU	SLT, Gov Personnel Committee
	Staffing update/review	Termly	RB/LB	SLT, Gov Personnel Committee
	SLT/middle leaders diagnostic	Annually in June	SLT, DOL, DOH, ADOL	Gov Personnel Committee, SLT link mtgs, Staff meeting
Community Cohesion	Neighbours Cheese & Wine	Two evenings per year	EM/LB	These are discussed at extended school consortium meetings and are discussed at SLT & governor meetings.
	Community Audit	Every two years	EM/LB	Governor, SLT, staff and parent meetings.
	PSA reports	Termly	EM	Governor meetings, SLT and staff papers.
	Extended Schools Report	Termly	EM	Governor meetings, SLT and Longdean Link.
	Primary Links Feedback	July	MU	Governor and SLT meetings.
	BME workshops	Four per year	LM	Parent meetings, SLT.