

4. Regular, routine monitoring.

2007

2008

Area to be Monitored	Who is involved and in what way?	HGIOS	A	S	O	N	D	J	F	M	A	M
SQA / 5-14 data analysis	Initially SMT and PTs Subject; at a subsequent meeting, Link SMT, PTs Subject and departmental staff	1.1 and 5.9	SMT & PT Subj		SMT & PT Subj			5-14 SMT & PT				5-14 SMT & PT
Monitoring pupils' progress	SMT programme; PTs Subject and departmental staff discuss this as a standing item on agendas at departmental meetings [evidence in meeting minutes]	1.1 and 5.5	SMT	PT Subj	SMT	PT Subj	SMT	PT Subj	SMT	PT Subj	SMT	PT Subj
Homework provision and completion	SMT programme; topic on agenda of PTs' meeting in Autumn, to make a decision on stage[s] to be targeted; departmentally, with findings discussed at departmental meetings and action taken as appropriate	5.5	PT Subj	SMT	PT Subj	SMT	PT Subj	SMT	PT Subj	SMT	PT Subj	SMT
Pupils' jotters and classwork	SMT programme; Departmentally, with findings discussed at departmental meetings and action taken as appropriate	5.5	SMT	PT Subj	SMT	PT Subj	SMT	PT Subj	SMT	PT Subj	SMT	PT Subj
Individualised educational programmes where agreed	Pupil Support and Guidance staff; DHT and teaching staff. Review of progress times indicated	5.3										
Attendance	PTs Guidance and Pupil Welfare Officer; SMT; all staff	5.5										
Staff views	Opportunities to gather these at whole-school meetings; DMs, in-service days; working groups; PTs' meetings; SJC	3.1/6.1/6.3										
Pupils' views	Questionnaires; interviews: both on whole-school basis and departmentally; Pupil Council; Registration	2.1/6.1/6.2										
Parents' views	Parent Council; Parents' Night questionnaires; SMT and Guidance parental interviews; website Parentzone	2.2/6.1/6.2										
Monitoring progress with school and departmental plans	Departmental Meetings and monthly Faculty Link meetings	6.2/6.3/5.9										
Review of Monitoring & Evaluation Policy	all staff											