



مدرسة جيمس ميلينيوم الخاصة
GEMS Millennium School
Sharjah

MONITORING AND EVALUATION POLICY

Reviewed By: Senior Leadership and Management Team

April 2025

REVIEWED IN: April 2025

POLICY ON MONITORING AND EVALUATION

Rationale:

The Monitoring and Evaluation policy supports the school to evaluate its practice and implementation of various programmes and activities so that they are in line with the school's vision statement, School priorities and the UAE National Agenda. It provides information that contributes towards the school improvement integrated plan.

AIMS AND PRINCIPLES OF THE POLICY

At GEMS Millennium School, the Monitoring and Evaluation process forms an essential tool to monitor all the activities related to students, staff and other school activities and events and track their progress, provide feedback and contribute towards the continuous school development.

The policy aims to establish and evaluate whole school systems and processes to:

- Track the implementation of the school's strategic and academic plans.
- Strengthen and improve the quality of the provision and continue to raise standards of all areas so as to provide the best for students and staff in all areas of school life
- Analyse data to inform improvement and development across different areas of school
- Monitor and track process for each area of the school.
- Ensure accountability, transparency and to support professional development of staff.

PURPOSE OF ASSESSMENT

Monitoring and evaluation will:

- Focus on the quality of education, standards and progress and the effectiveness of teaching and learning;
- Involve a planned, systematic process that is clearly defined and communicated as a whole school policy;
- Include the use of qualitative and quantitative data;
- Complement and inform school improvement planning cycles and the setting of targets for improvement;
- Help the school to maintain its strengths, identify areas for development and measure the success of new initiatives;

- Be informed by external inspections, reviews and perspectives;
- Evaluating the achievement of goals outlined in SIP.
- Involve the whole school community;

KEY AREAS OF MONITORING AND EVALUATION

For Students:

- Attainment and progress across curricular and co-curricular subjects and activities for all groups of students
- Health, Safety and Safeguarding
- Well-being, Personal, social and emotional development
- Attendance & behaviour

For Teachers:

- Teaching
- Learning
- Assessment
- Student well-being
- Parent communication and satisfaction

For Admin:

- Management
- Efficiency
- Feedback
- Commitment to task or duty as describe in the Job Description
- Performance

For Leadership and Management

- Governance
- Management
- Self - Evaluation
- Staffing and Finance
- Risk Management

Definitions:

Monitoring is the collection of data about the school's performance.

Evaluation is the analysis of the monitoring data in order to form a judgement of the school's strengths, weaknesses and effectiveness. School Improvement results from the action taken via the School Integrated Development Plan and is the outcome of a systematic process of monitoring and evaluation.

Roles and Responsibilities

Monitoring and evaluation are one of the most critical functions of the school's senior leadership team, subject leaders and governors. They involve the whole school, including other staff, children, parents and members of the local community who have contact with the school. The benefits of this comprehensive approach are:

- To make it a manageable process
- To use a wider range of expertise and perspectives.
- To ensure that the maintenance and development of good practice are based on secure foundations
- To generate a common sense of purpose
- To create an ethos of a self-evaluating and self-developing school

SLT and SMT Responsibilities:

- To determine, with the Governing Body, the monitoring programme
- To delegate monitoring activities to different people as appropriate
- To fulfill the aims of the policy
- To directly monitor activities that cannot be delegated (this must include the quality of teaching until other senior teachers have received appropriate training)
- To ensure that the data generated from monitoring is collated, analysed and used both to review progress and achievement and to inform future planning
- To report outcomes of monitoring activities to the Governing Body (through the Headteacher's Report) on a regular basis and work with the Governors to use that information appropriately.

Role:

- To consider factors such as staff experience, expertise and other responsibilities, when delegating monitoring activities;
- To monitor the quality of learning and teaching;
- To feed all relevant data onto the School Evaluation Form (SEF).

Subject Leaders Responsibilities:

- To carry out monitoring activities in relation to their subject or other aspect for which they are the named Subject Leader as requested by Principal or Vice Principal.
- To carry out other monitoring activities delegated to them.
- To monitor the usage and effectiveness of the learning tools.

Role:

- To monitor standards of achievement (including performance of different groups of pupils – Disadvantaged pupils, Able pupils, Special Educational Needs, girls and boys, English as an Additional Language pupils and any other target groups pinpointed during data analysis);
- To be involved in and carry out monitoring of curriculum planning
- To audit the quantity and quality of resources
- To monitor standards, assessment, recording and reporting
- To monitor planning and pupil achievement through scrutiny of samples of children's work
- To organize and monitor pupils' response and attitudes through pupil face to face interviews
- To carry out monitoring some aspects of learning and teaching through peer observations
- To monitor the progress of School Improvement initiatives.

Governing Body - Responsibilities:

- To determine with the principal the monitoring programme
- To ensure that it regularly receives monitoring information at the agreed times and it studies that information and considers its implications
- To ensure that review and planning take full account of the data from monitoring
- To ensure that monitoring and evaluation are built in as part of major decisions and initiatives
- To ensure that monitoring and evaluation are used to establish targets for continuous improvement

Role:

- To consider the information generated by monitoring and use it to identify achievement, to ask pertinent, relevant questions and to support the process for improvement;
- To determine any aspects of the school's performance where it may be appropriate for governors to be involved in monitoring directly or by working alongside staff;
- To support the Principal and staff in the processes of school improvements;
- To work through the SEF with the SLT

MONITORING AND EVALUATION:

Our objective is to ensure that this policy is applied consistently throughout the school. Teachers, Middle Leaders and the Senior Leaders are responsible for ensuring the effective implementation of the assessment policy.

Monitoring of assessment procedures within subject areas will be carried out by the Subject Leaders. Quality assurance of assessment will be carried out by the Senior Leadership Team.

REVIEW:

To ensure that we can reflect improvements in our practice, we monitor and update this policy on a regular basis. Consequently, we will review this policy next academic year, or earlier if needed.

Next Review Date: March 2026