

The Abbey
MONITORING OF PROGRESS AND STANDARDS

1. Policy Statement

Careful attention must be made to monitoring each individual pupil's rate of progress in the classroom and wider performance in the school community so that through support and guidance maximum potential can be fully realized.

2. Procedure

- 2.1 The class teacher is immediately responsible for monitoring individual pupil's progress and performance. Each staff meeting has a 'Pupils' section where concerns can be raised about individual pupils and these can be discussed by the whole staff, including the Learning Support Teacher. All staff meetings are minuted and copies are sent to staff who were absent from the meeting. Copies are also kept on file in the staff room. Concerns can also be raised with the Master, Director of Studies and Second Master. On the majority of occasions parents will also be liaised with.
- 2.2 Regular assessment of pupils' work takes place (see Assessment Policy). Year group teachers have fixed half termly assessment meetings so that individual pupils and assessment methods can be discussed.
- 2.3 Class teachers provide copies of assessment results, grades and examination results for the Director of Studies and the Master. Concerns can be highlighted and if necessary action is taken, e.g. Learning Support intervention and meetings with individual pupils or with parents of pupils.
- 2.4 Class teachers regularly view pupils' Abbey Books so that they can monitor house points for academic achievement and plus and minus scores for behaviour (see Promotion of Good Behaviour Policy).
- 2.5 The monitoring of subjects (see Monitoring Policy) is also important in ensuring that pupils achieve their full potential in all areas of the curriculum.

Author: NJG

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