
	Grove Lea Primary Monitoring Overview 2019-2020										
	September	October	November	December	January	February	March	April	May	June	July
FSM	Epipen/ asthma Parent Drop in to new Classes Safeguarding	See Calendar for focus of meetings								Transition Meetings Organise Multicultural week/Planning Case Studies	Class Profile for Transition- Data for cohort to pass to next teacher Sharing next SDP Priorities Keep y2/6 Extended Writing
Team Meeting	Teacher Standards Safe guarding	See Calendar for focus of meetings Reading moderation- guided reading records. Maths moderation.	Writing moderation.	Report writing. Reading moderation. Maths moderation. Review autumn curriculum plans.	Reading moderation. Writing moderation.	Maths moderation.	Preparation for parent consultations. Target slips. Reading moderation. Writing moderation.	Review Spring curriculum plans	Reading moderation. Writing moderation.	Transition Leaflets	Curriculum LTP – Next Year
Co-ordinator Focus	Long Term Planning- Visitor, walk, experience MTP Planning-Pitch and skill focus. CP- Phonic books	Monitor Books/Planning/Da ta/Use Iris to film group in lessons?	Display, planning and work.	Books Data Analysis Watch SPAG Lesson.	CP- Reading Sampling	Resources- cross curricular links.	Data Analysis	Books Literacy and maths work with teacher on greater depth and mastery	Planning CP Reading Sampling. Moderate reading in Year 2.	Books Displays	End of Year Report Pupil Interviews
Key Stage Leader in Management Time	Planning Books Questionnaires Consistency in Learning Environments Data										
Intervention Time	Focus on children who made slow progress last year- Make a list of strategies/intervention to be used then evaluate			Look at Planning for after XMAS- sharing ideas for cross curricular maths/literacy/Probl em solving	Focus on children who made slow progress last term- Monitor Books/Planning/Data/Use Iris to film group in lessons? Make a list of strategies/intervention to be used then evaluate <i>Proforma sent out in email</i>			Look at Planning for after XMAS- sharing ideas for cross curricular maths/literacy/Probl em solving	Focus on children who made slow progress last term- Monitor Books/Planning/Data/Use Iris to film group in lessons? Make a list of strategies/intervention to be used then evaluate <i>Proforma sent out in email</i>		
Iris	Film and share with co- ordinator guided reading focus comprehension	Film non core	Film a non core.. LA-SMSC SA - SMSC	Share a science lesson	Share a maths lesson.	Share a non-core	Share a literacy lessonSPAG/Phonics	Share Guided Reading Session Focus comprehension	Share a non- core	Share Big Maths Mental Starter/outdoor learning maths.	Share a Phonics/SPAG
IMPACT Moderation-	Attend moderation										
INSET	Safeguarding Behaviour Classroom preparation Reading areas									3 days. 1 day- Reports Community Open Day. Curriculum	
Twilight	Safeguarding										
Data			Data submission	Analysis of all classes/groups (PP/SEN/BOYS/GIRLS) for the Autumn Term for each cohort and subject		Data Submission	Analysis of all classes/groups (PP/SEN/BOYS/GIRLS) for the Spring Term for each cohort and subject		SATs/ Optional SATs	End of year data submission	Analysis of all classes/groups (PP/SEN/BOYS/GIRLS) for the Summer Term for each cohort and subject Analysis of each group/year group for full year
Pupil Progress	Learning walk	Observations	Pupil Progress		Observations		Pupil Progress	Learning Walk		Observations	

	Grove Lea Primary Monitoring Overview 2019-2020											
	September	October	November	December	January	February	March	April	May	June		July
Performance Appraisal	Target setting						Midterm review				Reviewing teacher standards/ objectives	
Engaging Parents	Maths/ Phonics Meeting Review whole School Agreements Key stage 2 SAT meeting. Helping your child with reading meeting. Drop In to new classes Class inspire mornings Macmillan coffee morning.	Morning HarvestFestival EYFS Harvest Festival. Class inspire mornings	Class inspire mornings Parents evening.	End of Month-Mini Report to Parents. Christingle service. EYFS,Key stage 1 and 2 Christmas concerts.	Informal class drop in.		Parent Evening- Non Core Displays in Hall KS1 SAT meeting. Phonics meeting.		VE day	Community Open Day Transition Meetings- Check contact details/Hand out photo permissions if new Informal drop in- looking at children's books	Reports Mini end of year Report	
Questionnaires	Reading	Curriculum Meeting	Parent Consultations- before/after	Behaviour							School views	
Working with parents.	See Calendar/ Website Year 6,5,4 working with parents.	Year 3 and 2 working with parents	Year 1 working with parents. Reception working with parents.		Year 6, Year 5, Year 3	Year 2, 4, 1 workshop	Maths working with parents. EYFS workshop					
Fundraising	PTA MacMillan Coffee Morning Jeans for Genes	The Food Bank. Year 1 pop up shop	Children In Need Year 2 pop up shop			Year 3 pop up shop	Comic/ Sport Relief Year 4 pop up shop	Year 5 pop up shop	Year 6 pop up shop.	Community Open Day (school fund) Sponsored event	Fun Day (school fund)	
Curriculum Enrichment.	Year 3- Nostell Priory Year 6 bikeability	Harvest Festival Year 6 job interviews. Year 6 survival day	Year 5 Space Centre Parliamentary box.	Christingle Service. Year 4 Leeds Playhouse The Wizard of Oz.	Young voices.	Year 6 National Holocaust Centre	visit Year 6 Eden Camp Year 5 Robinwood Year 4 NCM			Year 6 London.		
After School Clubs	Year 6 Booster Gymnastics. Language Club Art club				Year 6 Boosters Homework Club			Gymnastics Club 5&6 Summer Sports Y3/4 Computing Club French Club Gazette Homework Club				
SMT- TA Meeting and DRA Meeting once ½ term (add to Calendar)	Fridays- SMT Book Scrutiny (see calendar) Review SEF Share with Stakeholders Weekly SMT meetings Tuesday Morning-proforma on Head Teacher network	'live' Observation		Review SEF		Learning Walk	Review SEF	Foundation, KS1 & KS2 Moderation			'Drop in' Observation Week Finalise SDP Share with Stakeholders	
Governing Body Committees Curriculum	Full Key staff sharing SDP Meet with Governors Ofsted criteria. Governors in School	Planning Policies CPD	Full	Data Policies CPD	Full	Moderate Writing Policies CPD	Full	Learning Walk Policies CPD	Full	Data Policies CPD	SDP Away Day	Full

Grove Lea Primary Monitoring Overview 2019-2020													
	September		October	November	December	January	February	March	April	May	June		July
Resources Committee	Full		Budget Policies CPD	Full	Budget Staffing Policies CPD	Full	Budget Policies CPD	Full	Budget Staffing Policies CPD	Full	Budget Policies CPD	SDP Away Day	Full
	Governors in School												