



## School Self-Evaluation Policy – DCP 034

**Policy Owner:** Julie Richardson

**Policy Date:** 27 May 2015

### **Introduction**

All schools within the Drapers' Multi-Academy Trust (MAT) are required to monitor their performance on a continuous basis in order to ensure that the quality of their provision is, and remains, at the highest level.

Ofsted recommends that each school maintain a Self Evaluation Form. The information derived from the school's monitoring processes must be used when completing this document.

### **Scope**

This policy applies to all directors, governors, and staff of the Drapers' Multi-Academy Trust.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis.

Each school within the MAT must publish this policy on its website.

### **Definitions**

<b>COO</b>	Chief Operating Officer
<b>LGB</b>	Local Governing Body, with delegated powers of governance from the board of the MAT.
<b>MAT</b>	Drapers' Multi-Academy Trust.
<b>Parent</b>	Those having parental responsibility for the care of a Child (including Carers).
<b>SIP</b>	School Improvement Partner.
<b>Staff</b>	Anyone employed by the MAT.

### **Policy**

1. All schools within the MAT must complete a Self-Evaluation form on an annual basis. This document must be reviewed by the SIP, signed by the Principal and approved by the LGB.
2. The Principal must review the Self-Evaluation, according to the review cycle approved by the LGB, in order to assess whether there are any material

changes required to the document. If there are, then these must be approved by the LGB.

3. When compiling the Self-Evaluation, supporting evidence must be provided to justify each assessment. This evidence should be obtained from the following activities:
  - i. Learning walks
  - ii. Feedback from the SIP
  - iii. Lesson observations
  - iv. Analysis of examination results
  - v. Work sampling
  - vi. Review of marking and feedback
  - vii. Review of lesson planning
  - viii. Monitoring of pupil progress and analysis of performance data
  - ix. Evaluating pupil views using pupil voice
  - x. Parent Feedback
4. Formal lesson observations must be conducted in accordance with the Performance Management Policy – DCP 033.
5. Evidence from all monitoring activities should be kept on file and the findings fed back to the relevant staff as quickly as is practicable.
6. The Principal is responsible for establishing procedures that permit him/her, line management and the LGB to have regular access to the results and conclusions drawn from the monitoring processes.
7. The Principal is responsible for establishing procedures that use the information from the monitoring to develop continuous performance improvement. This includes establishing benchmarks against which improvement can be measured.
8. Summaries of findings, actions and improvements should be published on the school website.

### **Review**

9. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
10. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.



11. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
12. The MAT board must formally review and re-approve this policy every five years.