



Allanson Street Primary School Monitoring and Evaluation Schedule 2025-26

Autumn Term

Monitoring Activity	Purpose	Feedback Mechanism	Follow-up Actions	Lead Person
Whole-school Curriculum Review	Evaluate planned curriculum coverage in comparison to NC and knowledge retention strategies in line with SIP Priority 1 and OFSTED feedback	Written summary report outlining findings and changes made to curriculum if appropriate.	Adjust curriculum plans; plan CPD on revised curriculum and retrieval techniques	Curriculum Lead
Learning Walks – Retrieval Practice & SEND Adaptations	Monitor teaching and learning strategies for long-term retention and SEND provision quality	Whole staff summary used at SLT level to inform next steps in terms of CPD and changes to provision	Align CPD plan with necessary outcomes and changes to medium term planning.	SENDCO / SLT
Phonics Delivery Monitoring (Incl. dev day 25.09.25)	Use lesson observations and data analysis to identify and address inconsistencies in phonics delivery.	Individual teacher feedback; phonics lead termly report	Bespoke CPD; peer observations and modelling sessions	Phonics Lead
Attendance and Persistent Absence Review	Monitor attendance trends, identify barriers, focus on disadvantaged/vulnerable pupils	Attendance report to governors and staff; individual case reviews	Targeted interventions; termly impact reviews	Deputy Headteacher
Staff Wellbeing & CPD Needs Survey	Assess staff morale, identify CPD aligned to priorities and wellbeing	Summary report shared with leadership and staff	Develop CPD calendar and wellbeing initiatives	Headteacher
Health and Safety Termly Walk	Ensure statutory compliance and safe environment reflecting school values	Health and Safety termly overview	Address issues promptly; schedule remedial work/training	Headteacher / SBM
Safeguarding Review	Review safeguarding arrangements, concerns, and staff awareness	Completion of safeguarding audit	Update training, policy adjustments as necessary	DSL (Designated)



				Safeguarding Lead)
Learning Environment Review	Ensure classrooms and communal spaces reflect trauma-informed principles and promote curriculum as well as school values.	Written feedback report; shared with staff.	Implement environment modifications; staff training	Headteacher
Outdoor Play and Learning (OPAL) Quality Review	Evaluate quality and impact of outdoor play and learning on wellbeing, development and behaviour.	Report shared with staff and governors	Plan resource and practice improvements.	OPAL Curriculum Lead
Budget Review	Assess financial management, resource allocation aligned to priorities	Financial summary report to governors and leadership	Adjust budget plans; monitor spending ongoing	School Business Manager
Termly Appraisal / Performance Management of Staff	Evaluate staff against objectives linked to priorities and professional development	Written appraisal summaries; recorded in HR folders	Set targets; identify CPD/support needs; mid-year reviews	SLT



Spring Term

Monitoring Activity	Purpose	Feedback Mechanism	Follow-up Actions	Lead Person	Governor Keep-in-Touch Day Inclusion?
Deep Dive into Knowledge Retention in Foundation Subjects	Evaluate impact of retrieval practice on knowledge retention beyond core subjects	Report shared in leadership and staff briefings	Refine curriculum delivery; identify CPD/resources needed	Curriculum Lead / Subject Leaders	
SEND Provision Monitoring & Intervention Review	Assess consistency and effectiveness of SEND interventions and staff confidence	Feedback to staff and governors.	Plan targeted training; adjust interventions based on impact	SENDCo	03.02.25 (Including data exploration)
Phonics & Early Reading Progress Check (inc. Dev Day 14.05.25)	Evaluate progress towards EYFS Good Level of Development and phonics consistency	Feedback to individual staff. Overview shared with SLT.	Adapt phonics plans; increase parental engagement strategies	EYFS Lead / Phonics Lead	
Behaviour and Emotional Literacy Monitoring	Assess impact of emotional literacy and self-regulation initiatives on behaviour and wellbeing	Summary report with pupil and staff voice; shared with SLT and governors	Plan further interventions; update behaviour policy if needed	Headteacher	18.03.25
Attendance Review & Engagement with Families	Build on Autumn term work; improve persistent absenteeism and family engagement	Feedback to governors; case studies shared with staff	Implement family support plans; monitor and adjust approach	Deputy Headteachers	18.03.25
Mid-Year CPD Review & Planning	Evaluate CPD impact on teaching, SEND, behaviour management; adjust plans	CPD evaluation report; shared at staff meeting	Plan next CPD phase; introduce peer support and coaching	Headteacher	
Health and Safety Inspection Follow-up	Check completion of autumn term actions and ongoing compliance	Written update report; shared with governors and staff	Organise refresher training or improvements as required	Headteacher / SBM	08.05.25



Safeguarding Review	Update safeguarding arrangements, training, and concerns	Safeguarding update report to SLT and governors	Refresh training, update policies as needed	DSL	08.05.25
Learning Environment Review	Termly check on trauma-informed environments, curriculum promotion and accessibility	Written feedback; shared with staff and governors	Implement necessary modifications; plan staff refresher training	SENDCo / Headteacher	
Outdoor Play and Learning (OPAL) Quality Review	Termly evaluation of outdoor learning quality and impact	Report with recommendations; shared with staff and governors	Plan further improvements; embed in curriculum planning	OPAL Curriculum Lead	S. Nield and J. Yates part of Working Party
Budget Review	Termly financial review aligned to school priorities	Financial summary report; shared with governors and leadership	Adjust budget allocations; set new budget; monitor spending ongoing	School Business Manager	S. Nield takes part in budget setting
Termly Appraisal / Performance Management of Staff	Evaluate progress against objectives and CPD needs	Written summaries; recorded in HR folders	Identify CPD/support needs; mid-year reviews	Line Managers / SLT	



Summer Term

Monitoring Activity	Purpose	Feedback Mechanism	Follow-up Actions	Lead Person	Governor Keep-in-Touch Day Inclusion?
End of Year Curriculum Impact Review	Evaluate overall progress towards Priority 1; focus on knowledge retention and coverage	Comprehensive report; shared with governors and staff	Plan curriculum adjustments; identify CPD needs	Headteacher / Curriculum Lead	11.06.25
EYFS GLD Progress and Transition Review	Assess EYFS Good Level of Development progress and readiness for Year 1	Report to EYFS team and SLT; shared with governors	Adjust EYFS curriculum and transition; plan targeted support	EYFS Lead	11.06.25
SEND Annual Review and Provision Impact	Review SEND pupils' progress and provision effectiveness	Annual review reports; shared with SEND governor and SLT	Update provision plans; identify training needs	SENDCo	
Whole-school Behaviour and Wellbeing Impact Evaluation	Assess impact of behaviour and emotional literacy strategies	Report to SLT and governors; share findings with staff/pupils	Refine behaviour policy and wellbeing initiatives; plan training	SLT	
Attendance and Leavers Review	Evaluate attendance trends and intervention impact across the year	Annual attendance report; shared with governors and staff	Develop next year's attendance strategy; target early intervention	Deputy Headteacher	
Staff CPD Impact and Next Steps Planning	Review CPD effectiveness; plan continuous development aligned to school priorities	End-of-year CPD impact report; shared with SLT	Develop CPD calendar for next year; include coaching, external training	Headteacher	07.07.25
Health and Safety Annual Audit	Ensure full compliance with statutory requirements and safe environment	Formal audit report; shared with governors and staff	Address issues; schedule next inspections and training	Headteacher / SBM	



Safeguarding Review	Annual comprehensive review of safeguarding arrangements and training	Comprehensive safeguarding report to SLT and governors	Update training and policies as necessary	DSL	
Learning Environment Review	Termly evaluation to ensure trauma-informed, inclusive, and accessible environments	Written feedback; shared with staff and governors	Implement improvements; plan staff training refreshers	Headteacher / SENDCo	
Outdoor Play and Learning (OPAL) Quality Review	Termly review of outdoor learning quality and impact	Report with recommendations; shared with staff and governors	Plan further enhancements; embed in curriculum planning	OPAL Curriculum Lead	S. Nield and J. Yates part of Working Party
Budget Review	Termly financial oversight aligned to priorities	Financial summary report; shared with governors and leadership	Adjust budgets as needed; monitor spending ongoing	School Business Manager	FGB Meeting
Termly Appraisal / Performance Management of Staff	Final appraisal and performance review for the year	Written appraisal summaries; recorded in HR folders	Set objectives for next year; identify CPD/support needs	Line Managers / SLT	