

KELSO HIGH SCHOOL

POLICY ON SELF-EVALUATION AND QUALITY ASSURANCE

1. Aim

To demonstrate in a clear and accessible fashion the ways in which Kelso High School evaluates and ensures the quality of the work undertaken in the school.

2. Rationale

This policy will be used to guide all school activities in the area of evaluation and quality assurance.

3. Audience

This policy will be issued to all members of staff and will be available to parents. Extracts and summaries will be issued to pupils and parents.

4. Principles

- ?? The school policy will be compatible with national and SBC policy statements.
- ?? An effective system of evaluation and quality assurance is seen as the best way to establish and maintain high standards throughout the school.
- ?? It is the responsibility of all staff and working parties in the school to evaluate their work on an ongoing basis and to strive to improve the quality of their work and thereby the learning experience of the pupils.
- ?? External evaluation of the work of the school by HMI and QIOs is welcomed.
- ?? Evidence to support the school evaluation will be gathered from a wide variety of sources though the HMIe publication 'How Good is Our School' and its associated documents will provide the basic structure.
- ?? Structured self-evaluation of their work by every member of staff in the school is the key to the whole process.

5. Practice

Self-evaluation and Quality Assurance is integral to the work of the school. The areas listed below are the most essential aspects.

a) *The Development Plan*

- ?? The school Development Plan, prepared and published annually, requires a thorough evaluation of the previous Plan and the identification of next steps following on from the evaluation.
- ?? The Plan requires stated target outcome for each initiative and stated criteria for evaluation of the initiative.
- ?? The Whole Plan is available for inspection by staff, parents and other interested parties in the school Library.
- ?? Whole School initiatives together with Departmental priorities are copied to all Departments.
- ?? All school working parties and sub-groups together with Departments and SMT prepare plans for their work over the year.

b) Self-Evaluation Cycle

- ?? The school has a published 4-yearly self-evaluation cycle covering all seven of the key areas identified in HGIOS.
- ?? In any given year, two key aspects are the focus for evaluation and issues arising from this appear in the next year's Development Plan.

c) School Policies

- ?? School policies are copied to all staff and provide a clear framework for working in the school.
- ?? All school policies conform to national and SBC Policy Statements.

d) Reviews

- ?? There are regular, scheduled and minuted Departmental Reviews. These focus on examination results, curriculum options, feedback on pupil surveys and progress with the Development Plan.

e) Professional Review and development

- ?? The school has a scheme of Professional Review and Development for all staff.

f) Surveys

- ?? Staff, pupils and parents are consulted regularly on issues being evaluated in the school or issues for improvement. This is usually done by survey and provides valuable information to help when planning school improvements.

g) Self-evaluation

- ?? All staff should self-evaluate their work on a regular and structured basis.
- ?? This can be done as a part of the PRD process.
- ?? Evidence may be gathered from a wide variety of sources but should use relevant HGIOS Quality Indicators as the main evaluative tool.

h) Monitoring

- ?? Monitoring the work of those you line manage is an essential component of good quality assurance.

i. Class teachers monitoring the work of pupils.

Good class teaching involves regular monitoring of the work of pupils. This can be done through:-

- ☒☒ Marking class jotters and class work.
- ☒☒ Oral checking of class work.
- ☒☒ Observation of pupils at work in class.
- ☒☒ Regular marking of homework.
- ☒☒ Class tests and other assessments.

ii. Principal Teachers monitoring the work of their Departments.

This can take many forms:-

- ☒☒ Checking samples of homework.
- ☒☒ Checking samples of classwork.
- ☒☒ Drop-ins on classes.
- ☒☒ Scheduled observation of classes
- ☒☒ Central records of assessments and homework.
- ☒☒ Central monitoring of resources.
- ☒☒ Discussions of courses and progress at Departmental Meetings.
- ☒☒ Discussion of pupils at Departmental Meetings – and mentions on Incident Manager.

- ☒☒ Checking pupil progress and attainment through close examination of class tests, school exams and national examination results.
- ☒☒ Monitoring of Departmental performance through examination results.
- ☒☒ Monitoring progress of classes vis. a vis. course and unit outlines.
- ☒☒ Ensuring the departmental policies are put into practice throughout the Department.
- ☒☒ PRD of teaching and non-teaching staff in the Department

iii. Faculty Heads monitoring the Department.

- ☒☒ Attendance at Departmental Meetings.
- ☒☒ Departmental Reviews.
- ☒☒ Monitoring departmental performance in national examinations.
- ☒☒ Monitoring departmental course and unit outlines.
- ☒☒ PRD of Principal Teacher.
- ☒☒ Scheduled classroom observations.
- ☒☒ Monitoring the allocation of departmental resources.
- ☒☒ Monitoring the operation of whole school policies and procedures in the department.

iv. Rector monitoring SMT.

- ☒☒ Weekly individual meeting with each member of SMT.
- ☒☒ Monitoring of Development Plan priorities.
- ☒☒ Monitoring of budgets held by SMT.
- ☒☒ Monitoring of initiatives and working party progress in each area organised by SMT.
- ☒☒ Monitoring of pupil progress and problems in House.
- ☒☒ PRD of SMT.

v. SBC monitoring Rector.

- ☒☒ Regular meetings with Secondary Schools Manager and QIO.
- ☒☒ Standards and Quality Report.
- ☒☒ QIOs visit the school on a planned, regular schedule of visits which have as their focus issues relating to Evaluation and Quality Assurance
- ☒☒ PRD of Rector.
- ☒☒ Development Plan submitted for discussion.

i) *Audit*

- ?? The School Fund is audited annually.
- ?? School finances are subject to regular audit by SBC.
- ?? Close monitoring of the school budget in FIS by school and headquarters staff.

j) *Standards and Quality*

- ?? The school Standards and Quality Report is published and made available to all parents and staff in September of each year.

k) *Target Setting*

- ?? Pupils from S3 – S6 set targets for attainment. These are agreed with Guidance staff and shared with all staff.
- ?? The school sets targets for improvement in line with national priorities. These are published and evaluated in the school Development Plan and an account of progress towards these targets is given in the Standards and Quality Report.
- ?? Personal Learning Plans are incorporated into the reporting process.

l) Roles and Duties

- ?? The roles and duties of all staff in self-evaluation and quality assurance are implicit in the Policy.
- ?? Responsibility for quality assurance in their area of work will appear in the job descriptions of all promoted staff.

m) Departmental Quality Assurance

- ?? Each department will produce a statement on self-evaluation and quality assurance structures in use in the department
- ?? This will conform to the school policy but will be tailored to specific issues relevant to the department.

n) External evaluation

- ?? QIOs visit the school on a planned, regular schedule of visits which have as their focus issues relating to Evaluation and Quality Assurance.
- ?? HMIe conducted a Standards and Quality Inspection of the school in 2001-2002. Their Report was published in April 2002.
- ?? Their follow up report was published in June 2004.
- ?? The next scheduled Standards and Quality inspection is anticipated in 2008.

6. Implementation

This Policy will operate in final draft form from August 2005 onwards.

7. Monitoring

The operation of the Policy will be monitored on an ongoing basis by the SMT.

8. Review

This policy will operate in draft form as a 'green paper' and will be reviewed in August 2006. Thereafter, it will be reviewed as part of HGIOS Key Area 7, Management, Leadership and Quality Assurance. This will take place as part of the school's self evaluation cycle in session 2007/08

9. Responsibility

The Rector will have overall responsibility for this policy.

10. Date

The final draft of this policy was completed in August 2005