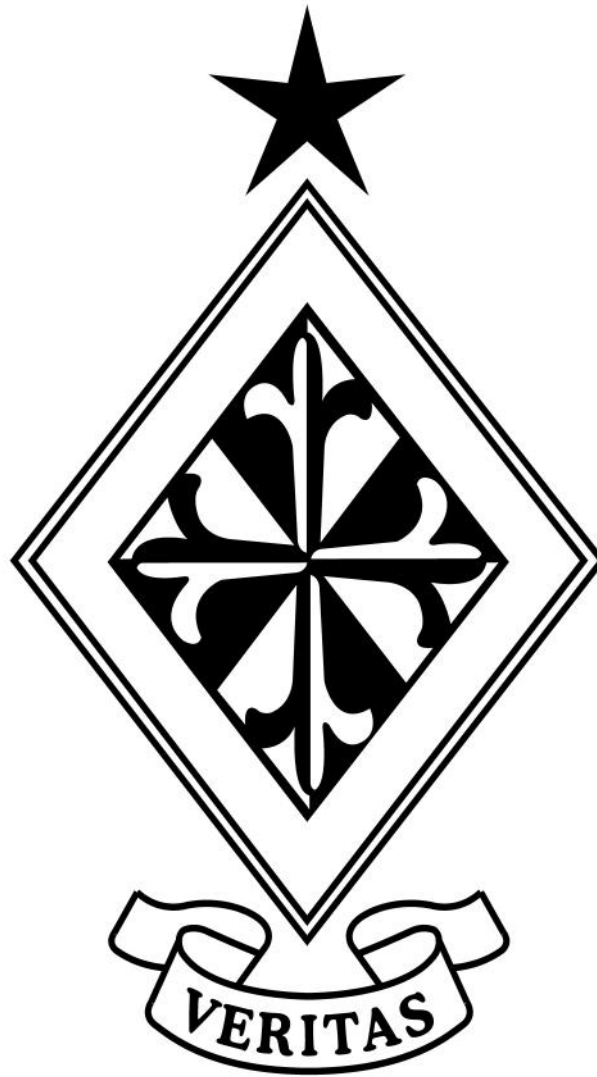


St Catherine's School



*Learning today,
Leading tomorrow*

**EVALUATION, MONITORING & REPORTING OF THE
QUALITY OF DELIVERY OF TEACHING AND LEARNING
POLICY**

EVALUATION, MONITORING AND REPORTING OF THE QUALITY OF DELIVERY OF TEACHING AND LEARNING POLICY

1. PURPOSE

- 1.1 The purpose of this policy is to provide guidelines on the Evaluation, Monitoring and Reporting of the quality of delivery of teaching and learning.
- 1.2 When placing sound structures in place, the following documents have been used:
 - National Curriculum Statements Grade R-12
 - Curriculum and Assessment Policy Statements
 - National Protocol for Assessment Grade R-12
 - National policy pertaining to the programme and promotion requirements of the NCS R-12

2. PROCESS

To ensure that the curriculum is delivered successfully, structures have been put in place which enable teachers to develop and display their competence.

These structures include:

2.1 Curriculum Planning

a. Year Planning

- Macro planning takes place at the end of a year for the year ahead
- Planning of major themes, integrated theme weeks (eg. feast days), outings, tours
- Teachers hand in following year's requirements for the budget
- Teaching resources required for the following year
- Stationery requirements (eg. textbooks)

b. Monthly Planning

- Monthly planning meetings take place during staff meetings and subject meetings.

c. Weekly/Daily Planning

- Weekly planning takes place during timetabled prep meeting or subject meetings.

2.2 Evaluation

- a. Staff evaluation - self appraisal, book review.
- b. Whole school evaluation through Independent Quality Assurance Agency (IQAA) and Umalusi.
- c. Review of lesson preparations by Phase Principal or Head of Department.

2.3 **Monitoring**

- a. Discussions are held at School and Grade meetings focusing on pupil progress.
- b. Phase Principals or Heads of Department review samples of pupils' work ensuring there is consistency in quality and standards of work.
- c. Phase Principals or Heads of Department moderate work and assessment on a continuous basis.
- d. Phase Principals or Heads of Department inform teachers of the dates of the termly cluster meetings.
- e. External Assessments in which St Catherine's pupils participate:
 - Grade 12 IEB National Senior Certificate
 - Grade 9 IEB Assessments
 - Grade 7 IEB Shared Assessments
 - Grade 6 IEB Core Skills Evaluation
- f. Discussions are held with the pupil support team to monitor pupils' progress.

2.4 **Reporting**

- a. Pupil achievement - Internal reporting takes place three times a year. Data is captured on Principal Plus. Various analysis tools are available, such as the mark distribution and progression schedules.
- b. Staff performance - self appraisal, peer appraisal, line management appraisal and book review.
- c. School performance is reported through the IQAA and Umalusi process.