

QUALITY ASSURANCE POLICY

The Colne Valley High School Quality Assurance policy is to ensure **all** students receive a high quality education throughout their time at the school.

Aims

- The school will ensure that its students receive a high standard of education that meets, or exceeds, the needs and expectations of interested parties.
- The standard of education provided and the methods of its deployment will be consistent and effective throughout the school and have, at their core, the values of raising the aspirations and achievements of its students.
- The school will provide a coherent structure for monitoring, evaluating and reviewing standards across the school.

Responsibilities

All members of staff have a responsibility for ensuring students receive an education of the highest quality. However some staff have specific responsibilities for aspects of quality assurance as set out below.

The Governors

- The Local Governing Body is expected to hold the school to account for both its statutory and non-statutory obligations.
- One purpose of quality assurance is to inform the Local Governing Body about the performance of the school and its strengths and weaknesses.
- This enables Governors to participate fully in the strategic thinking and planning of the school.
- Governors are informed of the outcomes of quality assurance through regular reports to the Local Governing Body, its Standards and Achievement Committee and Children, Families and Community Committee.

The Principal

- The Principal is accountable to the Executive Board of The MFG MAT and the Local Governing Body for ensuring that all areas of the school are engaged in systematic and rigorous quality assurance and self-evaluation.
- The Principal will use the outcomes of school and team self-evaluation together with external evaluations to identify areas of strength and weakness and plan for future school improvement.

The Senior Team

- The Vice Principal (responsible for quality assurance) is accountable to the Principal for setting up and maintaining systems for quality assurance.
- Each Senior Team member is accountable to the Principal for QA in the areas for which they have strategic responsibility. The role includes reviewing progress on improvement plans, evaluating and analysing the standards reached and setting targets for future improvement.
- The Senior Team will undertake departmental reviews
- the Senior Team will undertake termly reviews of students' work and teachers' assessments.

Curriculum Leaders

- Curriculum Leaders are accountable to their line manager for monitoring the work of their area/s of responsibility and providing objective evidence for quality assurance purposes.
- Curriculum Leaders will keep records of their monitoring and make these records available to the Senior Team as required.
- Curriculum Leaders will support the Senior Team in departmental reviews
- Curriculum Leaders will undertake a review of students' work and teachers' assessment by sampling sets of books from each member of their team as required by the QA cycle. Evidence from this monitoring should be available to support both departmental and school self-review and evaluation.
- Curriculum Leaders should, on an annual basis, see each member of his or her team teach on at least three occasions.
- This should include a review of teachers' planning and record keeping by reviewing the lesson plans and mark books/ teacher records of each member of their team at least once a term.
- Curriculum Leaders will undertake a review of the outcomes of progress monitoring for each year group (once a term). This review should be used to plan and implement interventions with teachers and/or students.
- Curriculum Leaders have a role in identifying inconsistencies in practice between different groups of students within their subjects and planning any action necessary to address these.

Achievement Co-ordinators

- Achievement Co-ordinators are accountable to their line manager for monitoring the work of their area/s of responsibility and providing objective evidence for quality assurance purposes.
- Achievement Co-ordinators will see each tutor teach a SPACE lesson on at least one occasion each year.
- Achievement Co-ordinators should observe each tutor working with his or her tutor group during registration at least once each term through Learning Walks.
- Achievement Co-ordinators will undertake a review of the use of student planners from each tutor group at least once each term. This will enable a check to ensure that students are bringing their planners each day and writing in them and that parents are signing them.
- Achievement Co-ordinators will undertake a review of the outcomes of progress monitoring for each Tutor group during each Creating Futures Cycle communicating with parents and students, implementing intervention protocols.
- Achievement Coordinators will monitor the attendance of students in their year groups ensuring that the correct procedures are being followed by all students, tutor groups and tutors.

We have a Self-Evaluation Calendar to support Quality Assurance.