

11 - SCHOOL PLANNING, REVIEW AND MONITORING CYCLE Y1 (= current Year) - Y2 (= next Year)

	INDIVIDUAL PERFORMANCE REVIEW CYCLE					INSTITUTIONAL REVIEW CYCLE	EVALUATION CYCLE	DEPARTMENTAL CYCLE	
	Headmaster	Leadership Team	Team Leaders	Teachers	Governors	Sen Leadership/ Governors	Evaluation & Review	Focus for Departmental Meetings	
Terms 1 & 2 -	<p style="text-align: center;">← Annual Salary Review →</p> <p style="text-align: center;">← Teaching Staff objectives set by 31/10 Y1 →</p> <p style="text-align: center;">← Undertake Performance Review / agree Y2 objectives by 31/10 Y1 →</p>					<p>Review and set HM's objectives by 31/10 Y1</p> <p>feed into</p>	<p>Agree targets (Governors)</p> <p>Staff Development Plan</p> <p>Review Strategic Plan/Set new objectives by 31/12 Y1 (LT & Governors)</p>	<p>First Evaluation (HM): Review of Results (HM & Link Governor) Set academic targets for GCSE/A2 level Y1</p>	<p>Departments may wish to consider the following:</p> <ul style="list-style-type: none"> • pupil progress • teaching strategies • new staff induction • review exam results • academic targets • tracking of pupil performance and intervention
Terms 3 & 4 -	<p style="text-align: center;">← Continue classroom observation/ review progress towards objectives →</p> <p style="text-align: center;">← Undertake appraisals for support staff by end of Term 5 →</p>						<p>Review progress on School Improvement Plan</p> <p>Set Budget for Y1/Y2 by 31/7 Y1</p>	<p>Departmental Development Plans to DHM</p> <p>Second Evaluation (DHM): Staffing and training needs Resourcing Needs</p>	<ul style="list-style-type: none"> • Curriculum/syllabus changes • staffing needs & resource • teaching strategies • draft department development plan • review of Prelim results • pupil progress • identification of training needs
Terms 5 & 6 -	<p style="text-align: center;">← Continue classroom observation/ review progress towards objectives →</p> <p style="text-align: center;">← →</p>						<p>Review progress on School Improvement Plan (SIP) Yr 1 & draft SIP for Y2 & Staff Development Plan for Y2 (LT only)</p> <p>Adopt School Improvement Plan Y2 (Governors)</p>	<p style="text-align: center;">↓</p> <p>Governors' Evaluation & strategic Planning Meeting</p>	<ul style="list-style-type: none"> • pupil progress • teaching strategies • annual review of Learning Support • Draft schemes of work