Example of a Monitoring Plan Including Staff Training Complete

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| **Date** | **Weekly****Focus** | **HT** | **AHT** | **SENCo/AHT** | **Maths****Leaders** | **English leader** | **Phonics Leader** | **Wider Subject Lead** | **Governors** | **Joint work** | **Data/****Assessment** | **Leadership** | **External Support** | **PDM** |
| **2.9.24** | Early expectations | 2.9.23 – Safeguarding & expectationsClass room environment | Expectations walkClass room environment | Check in with SEND pupils | Staff meeting time Inset staff training TT Rockstars Children assembly TT Rockstars  | Staff meeting time | Staff meeting time | Staff meeting time |  |  |  |  |  | 2.9.24 – Inset dayKCSiESIPBehaviourCPOMs ValuesTT Rockstars4.9.24 – Curriculum expectationsMarking policy |
| **9.9.24** | Task design | Quality teaching learning walkF/up English/phonics | Wider curriculum timetable check for each cohortF/U Science | Passport targets |  | Checking learning journeys – support Year 2/3 | Support for Year 2 and 3 | Science |  | 17.9.24 – CC in all day (PRM) | Passport targets | Early review – subject leader focusPlan English/maths/phonics –termly actions |  | English- expectations Task design – supporting all pupils |
| **16.9.24** | Progress Review | 17.9.24 – PRMs baseline19.9.24 – HT PRMF/up Maths | F/Up History | SEN Learning walk – task design | Checking learning journeys – support Year 2/3 | Reading- book look and learning journeys | Follow up Phonics LSAs | History |  |  | First baseline progress |  |  | Action plans  |
| **23.9.24** | Task design follow up | Task design joint learning walk | Task design joint learning walkEYFS Learning walk | AP VisitEYFS Learning walk |  | 25.9.24 – PM Vicky Clarke | Phonics observations | MFL |  | 23.9.24 – RBA Check |  | Follow up on Task design |  | Task design – English review |
| **30.9.24** | Task design follow up | Book check | Book check | Book check | Task design – learning journey coverage |  | Phonics | RE |  | 1.10.24 AM – Jenny Hammond EYFS |  |  |  | Triads  |
| **7.10.24** | Interventions | Intervention learning walkPerformance management | Curriculum overview check | Intervention learning walk |  | English time - handwriting | Phonics - interventions | PE – Real PE implementation |  |  |  | SLT – 8.10.24Follow up monitoring core |  | 11.10.24 – Inset First Aid9.10.24 - English book look – handwriting/task design/spelling |
| **14.10.24** | EYFS | 18.10,24 – Progress meetingEYFS learning walk | F/up PEF/up RE | Review of passport targetsEYFS Learning walk | Target children conferencing |  | Target children conferencing | Computing |  |  |  |  |  | Task Design – Maths HIAS-NB |
| **21.10.24** | Target children conferencing | Target children conferencing – task design | Target children conferencing – task design | Target children conferencing SEND |  | Target children conferencing |  | Science |  |  | Intervention data to LSTarget tracker updated for A1 | Monitoring review – task design |  | 23.10.24 – Data update |