



KISIMUL GROUP



Education Policy and Procedure

Classroom Observation Policy

Cruckton Hall School

Policy

Introduction

1. This Kisimul Group Ltd is committed to ensuring that classroom observation is developmental and supportive and that those involved in the process will:
 - carry out the role with professionalism, integrity and courtesy;
 - seek to reach agreement in advance on classroom observation to be carried out;
 - evaluate objectively;
 - report accurately and fairly; and
 - respect the confidentiality of the information gained.
2. In accordance with these principles, the head teacher will:
 - consult staff on the pattern of classroom observation which teachers can expect annually;
 - ensure that there will be a reasonable amount of time between classroom observations, irrespective of the purpose of those observations;
 - ensure that classroom observation will be undertaken solely by persons appointed by the head teacher who are qualified teachers or those with appropriate training and professional skills; and
 - ensure that as far as possible, the results of observations are used for multiple purposes, in order to restrict the number of observations carried out.
3. The Kisimul Group Ltd recognises that visits to classrooms by head teachers or senior staff in order to support teachers or talk to pupils are separate from this classroom observation protocol.
4. The purpose of visits by head teachers and senior staff to classrooms will be made clear before they occur.
5. The Kisimul Group Ltd undertakes that, in accordance with this protocol, unannounced 'drop-ins' to fulfil the statutory duties of evaluating teaching and learning and performance management will not take place. A further protocol on 'learning walks' is attached.

Maximum periods of observation

6. The Kisimul Group Ltd agrees that classroom observation for the purposes of performance management will be limited to a maximum of 60 minutes per observation, in length per performance management cycle, except in exceptional circumstances. Those exceptional circumstances are where the reviewee chooses to request a further observation, or where concerns have been raised about a teacher's performance which requires further observation to take place.
7. In the exceptional circumstances Kisimul Group Ltd agrees that the amount of observation will be kept to the shortest necessary period on the fewest number of occasions.

Preparations for observations

8. In keeping with the school Kisimul Group Ltd.'s commitment to supportive and developmental classroom observation, the date and time of observations conducted for the purposes of performance management or for the evaluation of standards of teaching and learning (or for both purposes) will be fixed at least five working days in advance. Every effort will be made for observation to be conducted at an agreed time.
9. Before any performance management observation is conducted, there will be an opportunity for reviewer and reviewee to meet in order that the context of the lesson to be observed can be discussed. Where there will be another teacher or a member of support staff present during a class which is to be observed, there will be consideration at this meeting of any necessary arrangements to be made.
10. The arrangements for classroom observation for performance management will be included in the planning and review statement and will:
 - include the number of observations;
 - specify its primary purpose(s);
 - specify any particular aspects of the teacher's performance which will be assessed;
 - specify the duration of the observation;
 - specify when the observation will take place; and
 - specify who will conduct the observation.

Feedback and records

11. Oral feedback from classroom observation at a pre-arranged time for the purposes of performance management will be given as soon as possible after the observation and no later than the end of the following working day. Sufficient time will be allocated within the school day to enable participants in classroom observations to discuss and agree the arrangements for the observations. In addition, release time within the school day will be provided, as soon as possible, to enable the reviewer and reviewee to organise time for discussion on the outcomes of classroom observation.
12. Written feedback will be provided within five working days of the observation taking place. The reviewer will be given sufficient time within the school day to put in written form the conclusions agreed with the reviewee on the outcomes of the classroom observation.
13. The written record of feedback will include the date on which the observation took place, the lesson observed and the length of the observation. The reviewee will be able to append written comments to the feedback document. No written notes in addition to the written feedback will be kept.
14. Teachers will have access to all written accounts of the observation after their lessons.
15. Where there are concerns about any aspect of performance a meeting will be arranged to:
 - give clear feedback about the nature and seriousness of the concerns;
 - give the teacher an opportunity to comment and discuss the concerns;
 - agree any further support;
 - be clear about how and when progress will be reviewed;
 - explain the implications and process if no, or insufficient improvement is made.*Refer to HR11 Managing Performance Policy*
16. If, when progress is reviewed the head teacher is satisfied that the teacher has made or is making sufficient improvement, the lesson observation and PDR process will continue as normal.
17. If the head teacher is not satisfied with progress, the teacher will be notified in writing that their performance will be managed under the formal process in the managing performance policy HR11, section 4.

‘LEARNING WALKS’ MODEL PROTOCOL

This Kisimul Group Ltd agrees that ‘learning walks’ (including other short visits to classes) will only be carried out in accordance with this protocol.

‘Learning walks’ may take place in order to collect evidence about teaching and learning, evidence of progress and areas for development. They are intended to be developmental and constructive rather than judgemental and are a whole- school improvement activity.

1. A programme of ‘learning walks’ should be agreed with teachers so that they know the date, time and focus of the learning walk and who will be conducting it, so that they can organise their classes accordingly.
2. The purpose or focus of a ‘learning walk’ should be explained to all relevant staff prior to its commencement.

3. 'Learning walks' will be conducted with minimum disruption to teachers and pupils.
4. 'Learning walks' will be undertaken in a supportive and professional manner.
5. A maximum of two colleagues will be involved in 'learning walks' at any time.
6. Pupils will not be asked for their views of an individual teacher during 'learning walks'.
7. Those teachers whose classes are visited will be given the opportunity to see any written records which have been made during the 'learning walk'.
8. Any concerns about the implementation of this protocol should be raised initially with management by the individual teacher concerned.

Moderation of observations of Teaching and Learning

The Head Teacher will put plans in place to moderate the findings of observations to ensure a consistent approach across the school. The moderation process will be recorded and made available upon request. Findings of moderation will be used to improve the standard of observations where required, either with individual observers, or more generally. Moderation should include a strong focus on the judgements made about the extent to which learning takes place to help children progress and attain in class.

Lesson Evaluations

Local arrangements will be agreed in respect of how to evaluate lessons. This applies to whether or not to award grades, such as the 1-4 system previously applied in Ofsted inspections.

This policy will be reviewed on an annual basis

Doc Ref:	Issue No:	Issue Date:	Originator:	Authorised By:
CHSED05	3	February 2018	Danny Carter	Margaret Hill