**Woodburn Nursery Class – Quality Monitoring and Tracking Overview**

| **Monitoring activity/process** | **QI** | **Responsibility** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nursery Environment Audit – using Midlothian tool  |  | DHT, NM, EEL |  | x |  |  |  | x |  |  |  |  |  |
| Nursery monitoring visit  | 1.1 1.2 1.3 | DHT, NM, EEL |  |  | x |  |  | x |  |  | x |  |  |
| Peer learning walks in Little Seedlings Little Acorns  | 1.1 1.2 1.3 | SCDW, CDW  |  | x | x |  |  | x | x |  |  |  |  |
| Attendance, Lates and Behaviour | 2.1 2.4 3.1 | HT, DHT, NM  | x | x | x | x | x | x | x | x | x | x | x |
| Updating/ reviewing Pastoral Notes | 3.1 | DHT, NM, SCDW | x | x | x | x | x | x | x | x | x | x | x |
| Monitoring of Wellbeing Folders - individual key worker meetings  | 2.1 3.1 3.2 | NM  | x | x |  |  |  | x | x |  |  | x | x |
| Updating/ reviewing Pastoral Notes | 3.1 | DHT, NM | x | x | x | x | x | x | x | x | x | x | x |
| Monitoring of Pastoral Notes / Wellbeing Concerns through WB/ASN meetings  | 2.1 3.1 3.2 | SLT, NM, SCDW  | x | x | x | x | x | x | x | x | x | x | x |
| Monitoring of Nursery Planning  |  | NM | x | x | x | x | x | x | x | x | x | x | x |
| Nursery Planning Liaison meetings  |  | DNT, NM  |  |  | x |  |  | x |  |  | x |  |  |
| Monitoring of EEL Actions and Impact  |  | DNT, NM  |  |  | x |  |  | x |  |  | x |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| IEP/CSP tracking | 2.1 3.1 3.2 | HT, DHT, NM | x |  | x |  |  | x |  |  |  | x |  |
| MPM  | 1.4 | DHT, NM |  |  | x |  |  |  |  |  |  |  |  |

**Woodburn Primary School Nursery - Quality Assurance Calendar for Staff**

|  |
| --- |
| **Term 1** |
| **General:**Learning Walk focus: Learning Environment (includes weekly timetable / plan and year plan)Learning Rounds: NumeracyForward Plan ReviewsJotter Monitoring: NumeracyTracking and Monitoring / Assessment and ModerationIEP MonitoringOn-going evaluation of SIP |
| **August** | **September** | **October** | **November** | **December** |
| * ASL review
* Supporting Learners Meeting
* SWST P2-7
* Phonological Awareness Assessment P1
* Phonics assessment P3
 | * PR&D
* CPMs
* IEP Reviews
* Health Care Needs Reviews
* Forward Plan Reviews
* Tracking data entered into SEEMIS
* Learning Walk (Learning Environment)
* SQIP Published to Parents
* Moderation (Reading)
* Gather stakeholders views
 | * Peer Learning Walk (Learning Environment)
* Learning Rounds (Numeracy)
* Monitoring Learner Profiles
* Learner Conversations 2.2 Parent Consultations
* Gather stakeholders view
* 2.2 Return
* ASG Walkthrough
 | * Forward Plan Reviews
* Tracking and Monitoring Meetings
* Learner’s Work Sampling Jotters (Numeracy)
* Moderation (Numeracy)
* Targeted intervention review and next steps
 | * Learner Conversations 2.3
* Monitoring Learner Profiles
* 2.3 return
* IEP Reviews
* ASL review
 |
| **Term 2** |
| **General:**Learning Walk focus: Learning Environment (includes weekly timetable / plan and year plan)Learning Rounds: NumeracyForward Plan ReviewsJotter Monitoring: NumeracyTracking and Monitoring / Assessment and ModerationIEP MonitoringOn-going evaluation of SIPSafeguarding |
| **January** | **February** | **March** |
| * Tracking and Monitoring Meetings
* Targeted intervention review and next steps
* Parent Consultations
* Gather stakeholders view
* Learner Conversations 1.5
* ASG Walkthrough
 | * Forward Plan Reviews
* 1.5 return
* Standardised Assessments NGRT/PTM P2,3,5,6
* Tracking data entered into SEEMIS
* Learner’s Work Sampling Jotters
* Monitoring Learner Profiles
* Gathering stakeholders views (open event)
 | * Moderation (Writing)
* Learning Rounds (Writing)
* Learner Conversations (Writing)
* Reports to Parents
* Gather stakeholders view
* IEP Reviews
* ASL review
* MPM Meetings Support Staff / CCDWs
* ASG Walkthrough
 |
| **Term 3** |
| **General:**Learning Walk focus: Learning Environment (includes weekly timetable / plan and year plan)Learning Rounds: NumeracyForward Plan ReviewsJotter Monitoring: NumeracyTracking and Monitoring / Assessment and ModerationIEP MonitoringSafeguardingStandards and Quality Report |
| **April** | **May** | **June** |
| * Forward Plan Reviews
* Tracking and Monitoring Meetings
* Tracking data entered into SEEMIS
* Targeted intervention review and next steps
* Peer Learning Walk
 | * Learner Conversations 3.2
* 3.2 return
* Learner’s Work Sampling Jotters (Writing)
* Monitoring Learner Profiles
* Evaluating SIP
 | * Parent Consultations
* Gather stakeholders views
* Complete and Return SQIP
* IEP Reviews
* ASL review
 |