**Quality Assurance Policy**

**Policy Statement**

As a self-improving school, we are fully committed to continuously reviewing and evaluating

all our practices and procedures to ensure we provide the highest quality of education

possible for all our learners.

Our commitment to review and evaluate all our practices also enables us to constantly

monitor the quality of support, training and continued professional development (CPD) that

we offer the staff at The Tutorial Foundation.

Self-evaluation processes enable us to gain knowledge of our current strengths, as well as

highlighting areas for further development – but the process does not end there. We are

committed to developing strategies and structures that support staff to develop their skills

and knowledge. We believe that staff should have access to training that supports the improvement of teaching and learning for both teachers and students. Establishing and developing such an ethos will continue to improve the educational provision for our students.

The Tutorial Foundation will regularly review its practices in order to continually improve its

effectiveness at all levels.

Quality assurance and self-evaluation procedures will operate at an individual, team and

whole school level and will always frame review processes within a simple structure:

* How well am I/are we doing?
* How do I/we know?
* What are my/our strengths or weaknesses?
* What should I/we do to improve?

**Who does this policy apply to?**

This policy applies to all The Tutorial Foundation Staff, and as consultees; to students; to parents and community members as users of the school’s services.

**Who is responsible for carrying out this policy?**

The implementation of this policy will be monitored by the Advisory Board and remain under

constant review by the headteacher and the senior leadership team.

**Procedures**

**Review and Evaluation at Whole school level**

**The Tutorial Foundation** will regularly review and evaluate the School’s practice

through:

* Annual feedback from School’s Self evaluation framework ( SEF) including compliance with the ISS
* Regular liaison with the SLT and the teaching team

**The Headteacher** will regularly review and evaluate The Tutorial Foundation practice through:

* A programme of improvement informed by the self evaluation document
* The evaluation of relevant data
* Strategy meetings with the SLT
* Performance Management Meetings with the teaching team including lesson observations.
* Implementation of the Whole School Development Plan

**The Senior Leadership Team (SLT)** will regularly review and evaluate The Tutorial Foundation’s practice through:

* Regular line meetings
* The evaluation of relevant data
* Leading Examination Review meetings
* Implementation of relevant areas of the Whole School Development Plan.

**Review and Evaluation at Team level (Administration and Support Staff)**

**Subject leaders** will regularly review and evaluate their team’s practice through:

* Regular line management meetings with team members
* The evaluation of relevant data
* Performance management meetings with team members

**Review and Evaluation at Individual level (Teaching and Learning)**

All classroom staff will regularly review and evaluate their practice through:

* Continual day-to-day reflection on the effectiveness of their practice
* The evaluation of relevant data
* Line management meetings with their team leader
* Performance management meetings with their team leader

**Additional Quality Assurance procedures**

Additional specific procedures that are part of the above generic list **might** include:

* Additional observations of colleagues at work
* The sampling of students’ work
* Reviews of teams or individuals by external consultants/ professionals.
* Team, thematic or Whole School Inspections carried out by OFSTED or HMI.
* Annual Lewisham LEA Quality Assurance Audit
* Student Voice
* Parent Questionnaires
* Community Liaison

**Regular statutory Quality Assurance procedures**

Additional statutory annual procedures are followed to ensure we meet agreed national

standards in:

* Health and Safety (Including fire safety)
* Academy Financial Regulations
* Safeguarding Children

Policy Sign off and review

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|  | By whom | Date |
| Policy signed off by | Julia Low | 21.09.16 |
| Reviewed by | Claire Johnston | 07.01.2022 |
| Next Review By | Julia Low | 06.01.2023 |