

MEMORANDUM



From: Miss Victoria Lambe, Deputy Headteacher

Date: 15th January 2014

To: Subject Leaders, HOYs, SLT

Re – Book scrutiny programme 2013-14

Please find below final details of the book scrutiny schedule for the remainder of the academic year:

Term	Year group scrutiny	Book scrutiny window	Whole school scrutiny focus	Target group book scrutiny (SLT/HOYs)
Spring 1	Year 8	Monday 27 th January – Friday 7 th February	Literacy: Reading and Writing	EAL (All year groups)
Spring 2	Year 9	Monday 10 th March – Friday 21 st March	Numeracy and ICT	(FSM) all year groups
Summer 1	Year 7	Monday 12 th May – Friday 23 rd May	Marking and Assessment	(LAC/ MAT) all year groups
Summer 2	Year 10	Monday 2 nd June – Friday 13 th June (Department meeting available)	High-order thinking	AEN (all year groups)
*HOYs and SLT will scrutinise pupils' work in Year 11 (Spring term)				

- 12 pupils' work will be selected for scrutiny (from each year group.)
- Subject Leaders will need to ensure that the scrutiny evaluation forms are uploaded to the shared area by the final date in the scrutiny window.
- Departments must vary the way in which they quality control the standards/ progress in pupils' books; for example, when there is a department meeting during one of the scrutiny windows, departments should take the opportunity to complete the exercise collectively.

- For each scrutiny of pupils' work from a particular year group, there will be a **narrower focus**: either standards in Literacy/ Numeracy/ ICT/ High-order thinking etc. However, should departments wish to complete a review in each of the elements, please do so.
- HOYs and SLT will scrutinise work from 15 students across a particular target group. This information will be made available to all staff in the book scrutiny folder.
- Selected pupils will be informed via their form tutor and SIMS reminders to hand books into their subject teachers. They will be issued with exercise books to use whilst their work is being reviewed. Departments (and HOYs for the target groups) are responsible for ensuring that all work is safely returned to pupils.
- Once all evaluations are uploaded to the shared area, VLA will analyse results and cascade cross-curricular priorities for action.
- **Please continue to save examples of good practice to the shared area.**

Many thanks in anticipation of your continued hard work.