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

| **Monitoring activity/process** | **QI** | **Responsibility** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** |
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| 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 |  |  |
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| 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**

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| **Term 1** | | | | | | |
| **General:**  Learning Walk focus: Learning Environment (includes weekly timetable / plan and year plan)  Learning Rounds: Numeracy  Forward Plan Reviews  Jotter Monitoring: Numeracy  Tracking and Monitoring / Assessment and Moderation  IEP Monitoring  On-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: Numeracy  Forward Plan Reviews  Jotter Monitoring: Numeracy  Tracking and Monitoring / Assessment and Moderation  IEP Monitoring  On-going evaluation of SIP  Safeguarding | | | | | | |
| **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: Numeracy  Forward Plan Reviews  Jotter Monitoring: Numeracy  Tracking and Monitoring / Assessment and Moderation  IEP Monitoring  Safeguarding  Standards 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 | |