

SOUTH BROCKWELLS — FARM SCHOOL —



Monitoring, Evaluation & Reporting Policy

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EXPLORE

INSPIRE

RESET

DEVELOP

Purpose

The reporting policy at South Brockwells Farm School (SBFS) is designed to facilitate effective communication between referring bodies, staff, parents, and students. It aims to provide regular updates on students' progress, attitude to learning, and any other relevant information.

1. Procedure

1.1 Placement desired outcomes are agreed between the referring body and SBFS which can be drawn from a student's Education, Health and Care Plan (EHP)/ Additional needs plan (ANP) or Assess, Plan, Do, Review (APDR). SBFS will submit weekly Progress Reports summarising each student's activities and progress during their Farm School sessions. These reports will include information on progress made towards:-

- agreed placement outcomes
- learning linked to Maths, English, Science, ASDAN (where applicable)
- participation in activities
- behaviour
- attitude to learning
- learning linked to the Resilience Framework
- and any notable achievements or concerns.

1.2 SBFS will submit Termly or 'End of Placement' Progress Reports summarising the student's overall progress in the following areas:-

- attendance
- teamwork
- independence
- attitude
- communication
- resilience

2. Distribution

- Progress Reports will be distributed electronically to the referring body and named professionals via email.
- Progress reports may be shared with parents/carers as decided by the referring body.

3. Communication

3.1 Farm School / Parent/Carer communication

Parents/Carers are encouraged to communicate with Farm School staff regarding any change in circumstance, questions or concerns about their child's wellbeing or progress.

The Director of Education and Senior Activity Leaders will be available for meetings or discussions as needed.

3.2 Farm School / Referring body communication

Referring bodies are encouraged to communicate with Farm School staff regarding any change in circumstance, questions or concerns about their child's wellbeing or progress.

The Director of Education and Senior Activity Leaders will be available for meetings or discussions as needed.

3.3 Farm School / Student communication

Students are regularly encouraged to reflect on their progress reports and set goals for improvement.

They should actively engage in discussions with Activity Leaders about their progress and achievements.

4. Monitoring and follow-up

The Director of Education will monitor all weekly and termly reports to ensure consistency and effectiveness.

Follow-up actions and review meeting will be arranged with parent/carer and/or referring body as required to address any issues or challenges that arise or to review outcomes and extend the placement.

5. Policy status and review

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| Written by: | Director of Education |
| Owner: | Director of Education |
| Status: | V1 = 23/02/2024 Submitted to Board of Directors, SBF School. |
| Approval date: | V1= 07/03/2024 |
| Date reviewed: | |
| Next review date: | March 2025 |