Anderson High School - Whole School Self-Evaluation Calendar, 2025-26

Self-Evaluation Themes	Notes	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
• The curriculum. • Attainment. • Assessment, reporting and monitoring. • Learning, teaching and assessment. • Attendance and late coming. • Safeguarding/Child Protection. • Exclusions. • Records of bullying incidents. • Code of Conduct referrals. • IEPs/Child's Plans. • Transitions. • Stakeholders' views. • Health and safety. • School and department improvement planning. • PRDs and Continuous Conversations. • Complaints. • Pupil Equity Funding • Budget monitoring.													
Reviewing the school's curriculum.	Ongoing - school improvement plan, priority two, 2025/26.				√	√	√	√	√	√	√	√	√
Reviewing SQA attainment data.	Whole school/Insight Departmental with SMT and Principal Teachers. Departmental Improvement Plans.	√		√ √	√	√	√	√		√			√
Reviewing S3 CfE Achievement of a Level data.	Children's Services uplift of S3 literacy and numeracy data three times a year –	√					√			√			

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Anderson High School - Whole School Self-Evaluation Calendar, 2025-26

	November 2025, February 2026 and June 2026.												

Quality Assurance Theme	Notes	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Assessment/Reporting/Monitoring:													
(a) Full reports to parents/carers.	Completed by teachers. A small number of reports, for each reporting cycle, will be sampled by the School Management Team, with Year Group Heads reviewing all reports for their respective year groups.						S5/6 S4		S2		S3		S1
(b) Monitoring reports to parents/carers.	Completed by teachers.				S3			S1	S4	S5/6		S2	
(c) Parents' Evenings.	Face-to-face.				S3	S1	S5/6	S4		S2			
(d) Information Evenings.	Online (except P7).								S2	S3	S4		P7
(e) Pupil Support teachers carrying out monitoring interviews with individual pupils in their caseloads.	There will be a particular focus on pupils at risk of underachieving for the monitoring interviews.	S5 (new JHS pupils)			S1 (initial check-in)	S3	S5/6	S4	S1	S2 S4	S5/6 S3		S2 S1
(f) Year Group Heads follow-up with individual pupils/small groups following full reports/monitoring.	Ongoing.												
Checks of pupil work and quality of feedback to pupils, referring to jotters, classwork and homework.	Principal Teacher led at departmental meetings.	√			√	√	√	√	√	√	√		√
Learning and teaching in classrooms/learning environments.	Collaborative classroom visits in accordance with the school's PRD cycle.	√							√	√	√	√	√

	Head Teachers' visits to departments.						√	√	√	√	√	√	√	
Moderation of assessment standards and teacher judgements.	Departmental meetings	√			√	√	√	√	√	√	√		√	
Attendance, late coming and period-by-period registration.	Pupil Support – ongoing SMT – weekly, reviewing steps being taken to monitor and address concerning pupil attendance.

Termy review of SEEMiS period-by period registration. | √ | | | √ √ | √ √ | √ √ | √ √ | √ √ | √ √ | √ √ | | √ √ | |

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Safeguarding/Child Protection (CP).	CP whole staff reminders. CP survey confidence around expectations. Ensuring staff have appropriate CP training – ongoing throughout the year.			√									√
	Reviewing CP referrals.	√			√	√	√	√	√	√	√		√
	Pupil Support/SMT, reviewing the progress of care experienced children and children on the CP register in school.	√			√	√	√	√	√	√	√		√
	Pupil Support/SMT, reviewing the progress of young carers in school.	√			√	√	√	√	√	√	√		√
	SEMH supported pupils - tracking and monitoring.				√	√	√	√	√	√	√	√	√
	SMT/Pupil Support/SFL, reviewing actions from weekly Pupil Planning Meetings at the end of each term.					√			√		√		
Exclusions.	School monitoring on each occasion of exclusion.	√			√	√	√	√	√	√	√		√
Records of bullying incidents.	SMT review recorded bullying data monthly. Pupil Support departmental meetings have weekly standing item on CP, safeguarding and bullying.	√			√	√	√	√	√	√	√	√	√

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School Code of Conduct referrals.	Sample of referrals reviewed by SMT monthly.	√			√	√	√	√	√	√	√		√
IEP's/Childs' Plans.	Sample of IEPs/Child's Plans reviewed by SMT termly.	√			√			√			√		
Transition.	Into S1, at Cluster Meetings.				√		√			√			√
Transition.	Into S5, with Junior High Schools.	√			√		√			√			
Staff views.	In departmental and staff meetings, and surveys of progress/views in term four each session.	√			√	√	√	√	√	√	√		√
Sampling of pupil views.	In departments around learning and teaching, SRC, whole school/year group surveys.	√			√	√	√	√	√	√	√		√
Sampling of parent/carer views.	Occasional surveys to the Parent Forum and Parent Council meetings.				√		√			√			√
Reviewing partnership working.	Head Teacher's individual meetings with the school's key partners and the use of surveys.	√			√								

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Risk assessments (RA's).	Whole School RA's and Fire RA's (Head Teacher) Practical Dept RA's (PTs) Ongoing RA's e.g. trips.	√			√	√	√	√	√ √	√	√	√	√ √
Health and safety incidents SIC's Health and Safety portal, Assure.	SMT review a sample of Assure entries monthly, checking how incidents have been recorded and reported and that debriefs have taken place with staff where appropriate. Staff Safety Intervention records are also continually checked.	√			√			√			√		
Records of the administration of medicines.	SMT and school office colleagues check termly staff are appropriately trained, records are up to date and accurate, processes are in place to record medicine, medicines are kept securely in school and labelled appropriately.	√			√			√			√		
Reviewing the progress of the priorities in the school improvement plan.	The SMT review progress weekly and, as a whole school, the progress of the school improvement plan is reviewed termly.	√			√	√	√	√	√	√	√	√	√

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Reviewing the progress of department improvement plans.	Termly reviews within departments.					√		√			√		√
The Working Time Agreement.	The Working Time Committee meet three/ four times in term four.	√										√	√
The school's PRD cycle (teachers).	Using MyGTCS.	√			√								
Continuous Conversations (support staff colleagues).	SIC Continuous Conversations templates.											√	√
Complaints.	Service requests.	√			√	√	√	√	√	√	√	√	√
	Review of Stage 1.	√				√		√			√		
	Review of Stage 2. Complaints are reviewed to ensure recommendations emanating from complaints have been actioned.	√				√		√			√		
Pupil Equity Fund (PEF).	SMT review the progress of the school's PEF projects.	√				√		√		√		√	√
Budget Monitoring.	Head Teacher and School Business Manager meet monthly to review the school's budget, PEF budget and school fund.	√			√	√	√	√	√	√	√		√