

# Quality Assurance Policy



**Approved by:** Penny Harris (Director) Jane Cox (Director) **Date:** 22 April 2026

**Last reviewed on:** 8<sup>th</sup> May 2025

**Next review due by:** 21 April 2027

All policies are generated and reviewed with an awareness of equality and diversity in relation to pupils, staff and visitors. All policies are generated and reviewed placing safeguarding and wellbeing at the heart of all that we do.

## 1. Policy Aim

The aim of Quality Assurance within On Track is to ensure that:

- Every pupil receives a quality learning experience
- The quality of provision and resources continuously improve

All members of our school staff team have a responsibility to ensure that each pupil receives a high quality of education.

The school is DfE registered as an Independent Special School and, as such is subject to regular Ofsted inspections during which it is judged against Independent School Standards and the Education Inspection Framework.

## 2. The Governing Body

The Governing Body, which is made up of the company Directors, holds the school to account for both its statutory and non-statutory obligations. The Directors work with the Head Teacher and senior leadership team to communicate the vision, ethos and strategic direction of the school and develop a culture of continuous improvement. The Directors provide a balance of challenge and support to the school leadership team. The Directors monitor the school remotely through the use of a web based management information system. A Director will visit the school at least every half term, often more. On a half termly basis, the Head Teacher provides a report to the Directors. In this way, the Governing Body monitors:

- Pupil attendance, behaviour, progress and outcomes, including those from disadvantaged groups
- Progress towards achieving the objectives on the School Development Plan
- The quality of the school's overarching curriculum
- Compliance with Independent School Standards
- Performance management of the school staff team, recruitment and staffing structures
- Effectiveness of Safeguarding

## 3. The Head Teacher or School Leader Partnership

The Head Teacher or School Leader Partnership sets high expectations to ensure that the school secures continuous progress for all pupils. The Head Teacher/SLP, along with the senior leadership team, have an accurate and comprehensive understanding of the quality of education at the school, which is reflected in the self-evaluation summary which feeds into the School Development Plan; there is an ongoing cycle of review and improvement planning.

The Head Teacher/SLP uses performance management to effectively improve teaching, using accurate monitoring to identify and spread effective practice across the school. The Head Teacher/SLP works closely with the Head Teachers of the other On Track schools, including attendance at a termly Heads meeting. Members of the school's leadership team are accountable to the Head Teacher/SLT for maintaining the quality assurance systems in place in relation to their specific responsibilities, including teaching, learning, assessment, health & safety and pastoral care. Senior leaders monitor these areas and provide evidence for quality assurance purposes.

The Head Teacher, SLP and SLT school work closely with commissioners from referring Local Authorities and the school is subject to scrutiny at all levels through this process, including regular quality assurance audits.

#### **4. School Policies**

The school has a comprehensive set of policies in place as the framework within which the school operates, written with the purpose of keeping all staff and pupils safe. Copies of all policies are available on request and many are published on the school's website. All policies are reviewed annually and records are kept to ensure they are accessed by all school staff.

#### **5. Health and Safety**

The school has an IOSH trained Health and Safety Officer who works with Company Senior Health and Safety Officers and Citation PLC to ensure full compliance with Independent School Standards and the implementation of a robust H&S management system; Citation is a specialist Health and Safety consultancy and advice service. All accidents are monitored by the Directors.

#### **6. Management of Staff**

The school uses Citation approved employment systems and advice to ensure full compliance with employment law and best practice in relation to the management of human resources.

#### **7. Quality Assurance processes include:**

- Programme of regular lesson observations
- Daily on site and remote monitoring of all school data using the information management system
- Regular evaluation of relevant data reports, including half termly school report to the Directors
- Regular self-evaluation and review of school development plan and related activities
- Regular marking and pupil work scrutinies (see Curriculum Policy)
- Programme of 'Learning Walks' undertaken by Head Teacher, SLT, Quality of Education consultants, external professionals and Directors
- School staff performance management cycle
- Pupil Voice activities
- Pupil surveys
- Parent surveys
- Commissioner surveys
- Staff surveys
- Annual Health and Safety audit by Citation
- Ofsted inspection cycle
- Registration with the ICO
- Membership of the Equality Register