



Quality Assurance Policy

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Sage Education Provision Ltd

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Purpose

The Quality Assurance Policy is an essential element of self-evaluation. The outcome of quality assurance will contribute to enhancing the quality of services offered to improve overall experience.

Sage Education Provision quality assurance also intends to identify training, and development needs and encourages reflection and innovation. Quality assurance is open, transparent, and supportive with an appropriate balance between line management and internal self-reflection.

The following sections provide clear guidance and procedures for the main types of quality assurance that are regularly used at Sage Education Provision.

Quality Statement

At Sage Education Provision, we are committed to:

- Putting the needs of Sage Education Provision pupils first, and we ensure a safe environment for all
- Operating with a skilled and qualified workforce, providing ongoing training, as required, to support staff development, and to enable individualised support of pupils
- Promoting a values-based culture across all activities and interactions
- Supporting and creating a positive working environment, where pupils are made to feel comfortable

Quality Assurance of Assessment and Feedback

Quality assurance of assessed work and feedback takes numerous forms and may be planned or in response to feedback from pupils, parents or commissioning schools and the Local Authority.

Directors at Sage Education Provision will conduct regular reviews, at least half termly, of pupil books, folders, assessments, and other form of documentation that provides feedback or assessment of pupils, to ensure that pupils are receiving quality feedback that moves them forward in their learning and personal journey.

We recognise that feedback is not always written, and as such learning walks to lessons will also be used to determine the quality of the feedback the pupils are receiving too.

At Sage Education, we also understand the importance of pupil voice, and as such will also be seeking the views of pupils when making judgements and seeking ways to improve pupil feedback.

All staff and volunteers are subject to quality assurance, regardless of their role.

Quality Assurance of Teaching and Learning

Peer Observations

Peer observations will occasionally take place, on a pre-planned basis. The purpose of these observations will be to observe peer activity, on an informal basis.

This will allow staff to learn from each other, provide feedback and discuss different approaches to teaching and learning. This is not a professional judgement, and the process is informal and supports in the creation of a learning opportunity.

Formal Observations

Formal observations will take place, as a minimum, on a termly basis. There may be additional observations if there is a reason identified, such as a complaint, raised concern, or part of planning and preparation for upcoming inspections.

Formal observations will be carried out by one of the Directors. There will always be a feedback conversation post observation. As part of the process there will be opportunity to share areas of success, discuss areas for development, and any training needs identified.

Quality Assurance by Commissioning Bodies

At Sage Education Provision, we encourage any commissioning schools or other commissioning bodies, such as the Local Authority to visit and quality assure the provision being offered to pupils.

Where quality assurance is being carried out by external agencies, staff will be notified, and at least one quality assurer should be suitably qualified to assess the skills and/or qualification being delivered.