

MONITORING VISIT

School Reference _____

School Name _____

Address _____

Date of Visit _____

Principal / School Co-ordinator's Name _____

Name of Board Officer _____

Overall Assessment:

Agreed Actions

By the School

By the Board

Signed _____

Please Print Name _____

Date _____

Area 1: Organisation, Monitoring and Evaluation

Areas Reviewed	Comments
Have there been any changes to the organisation or management structure since the action plan was submitted?	
Is there evidence that the school is becoming more involved with its local community and other schools, agencies etc? Provide examples of this evidence.	
Is the action plan progressing as anticipated? Have there been any changes and, if so, do these have implications for the budget?	
Are there arrangements in place to collect management information? Is there a plan for monitoring and evaluating activities?	
Have the Extended school's activities been linked/part of the School Development Plan? Has the school conducted a self- evaluation of the programme or does it plan to do so?	

Area 2 - Action Plan Delivery

Areas Reviewed	Comments
<p>Is information available on when the various planned activities took place and on their structure, staffing and content?</p>	
<p>If the school is operating in a cluster, is there evidence of other schools being involved? Eg. minutes of meetings/frame of reference</p>	
<p>Are records kept of participants and attendance? Is there a mechanism to collate data for all the activities that form part of the Extended School?</p>	
<p>Are feedback evaluations sought from participants and if appropriate from pupils, parents or teachers? Is there a mechanism to collate this data?</p>	
<p>Has the school sought to link activity to the overall outcomes for the Extended Schools' Programme? Is any system in place to track individuals who have participated in particular activities to determine impact?</p>	

Area 3: Financial – General & Funding / Income

Areas Reviewed	Comments
<p>Is planned expenditure reasonable? Have the projected costings been realistic and achievable? Will there be a carry forward?</p>	
<p>Do the payments that have been made or are committed fall within the scope of Extended Schools? Are appropriate purchase and payment procedures in place?</p>	
<p>Are any fees and charges being levied reasonable and are there satisfactory arrangements in place to account for this income? Has the school taken cognisance of the monthly financial reports?</p>	
<p>If offered, are the following self-financing:- a. childcare; b. charges of the use of the school by other organisations (unless non-profit making organisations)?</p>	
<p>Has the School been successful in attracting financial support from other sources and, if so, has this been notified to the Board/Department?</p>	

Area 4: Outcomes

Areas Reviewed	Comments
<p>Are there any examples of innovative or particularly good practice which can be disseminated elsewhere?</p>	
<p>What are the main external links or partnerships developed by the school as a result of Extended Schools?</p>	
<p>In overall terms, can the school identify any positive impact on pupils?</p>	
<p>In overall terms, can the school identify any positive impact on parents or families?</p>	
<p>Is the school planning and preparing for the activities of the next financial year?</p>	